Before Starting the CoC Application

The CoC Consolidated Application is made up of two parts: the CoC Application and the CoC Priority Listing, with all of the CoC's project applications either approved and ranked, or rejected. The Collaborative Applicant is responsible for submitting both the CoC Application and the CoC Priority Listing in order for the CoC Consolidated Application to be considered complete.

 The Collaborative Applicant is responsible for:

- Reviewing the FY 2015 CoC Program Competition NOFA in its entirety for specific application and program requirements.
- Using the CoC Application Detailed Instructions for assistance with completing the application in e-snaps.
- Answering all questions in the CoC Application. It is the responsibility of the Collaborative Applicant to ensure that all imported and new responses in all parts of the application are fully reviewed and completed. When doing so, please keep in mind that:

 - This year, CoCs will see that a few responses have been imported from the FY 2013/FY 2014 CoC Application. Due to significant changes to the CoC Application questions, most of the responses from the FY 2013/FY 2014 CoC Application could not be imported.
  - For some questions, HUD has provided documents to assist Collaborative Applicants in filling out responses.
 - For other questions, the Collaborative Applicant must be aware of responses provided by project applicants in their Project Applications.
- Some questions require that the Collaborative Applicant attach a document to receive credit. This will be identified in the question.
 - All questions marked with an asterisk (*) are mandatory and must be completed in order to submit the CoC Application.

 For Detailed Instructions click here.

1A. Continuum of Care (CoC) Identification

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1A-1. CoC Name and Number: CA-614 - San Luis Obispo County CoC

1A-2. Collaborative Applicant Name: County of San Luis Obispo

1A-3. CoC Designation: CA

1A-4. HMIS Lead: County of San Luis Obispo

1B. Continuum of Care (CoC) Engagement

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1B-1. From the list below, select those organizations and persons that participate in CoC meetings. Then select "Yes" or "No" to indicate if CoC meeting participants are voting members or if they sit on the CoC Board. Only select "Not Applicable" if the organization or person does not exist in the CoC's geographic area.

Organization/Person Categories	Participates in CoC Meetings	Votes, including electing CoC Board	Sits on CoC Board
Local Government Staff/Officials	Yes	Yes	Yes
CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
Law Enforcement	Yes	Yes	Yes
Local Jail(s)	Yes	No	No
Hospital(s)	Yes	Yes	Yes
EMT/Crisis Response Team(s)	No	Yes	Yes
Mental Health Service Organizations	Yes	Yes	Yes
Substance Abuse Service Organizations	Yes	Yes	Yes
Affordable Housing Developer(s)	Yes	Yes	Yes
Public Housing Authorities	Yes	Yes	Yes
CoC Funded Youth Homeless Organizations	Not Applicable	Not Applicable	Not Applicable
Non-CoC Funded Youth Homeless Organizations	Not Applicable	Not Applicable	Not Applicable
School Administrators/Homeless Liaisons	Yes	Yes	Yes
CoC Funded Victim Service Providers	Yes	Yes	Yes
Non-CoC Funded Victim Service Providers	Yes	No	No
Street Outreach Team(s)	Yes	No	No
Youth advocates	Yes	Yes	Yes
Agencies that serve survivors of human trafficking	Yes	Yes	Yes
Other homeless subpopulation advocates	Yes	No	No
Homeless or Formerly Homeless Persons	Yes	Yes	Yes

1B-1a. Describe in detail how the CoC solicits and considers the full range of opinions from individuals or organizations with knowledge of homelessness in the geographic area or an interest in preventing and ending homelessness in the geographic area. Please provide two examples of organizations or individuals from the list in 1B-1 to answer this question.
(limit 1000 characters)

As well as having 27 seats on the CoC board, representing a diverse spectrum of stakeholders, the CoC seeks additional input by appointing non-CoC board members as part of the membership of three CoC Committees: the Housing Committee, the Homeless Services Coordinating Committee, and the Finance and Data Committee. Any interested person may request appointment. Also, all CoC Committee and board meetings are open to the public. Examples of organizations that are not official members of the HSOC or its committees but that participate regularly at Board and Committee meetings and provide important input include a local mental health housing and services agency, and a community based organization that supports people in recovery. Additional non-CoC agencies are invited to make presentations, such as a recent presentation by the Sheriff's office on a newly created pre-release program in which CoC members are collaborating to connect homeless inmates to resources prior to release.

1B-1b. List Runaway and Homeless Youth (RHY)-funded and other youth homeless assistance providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Youth Service Provider (up to 10)	RHY Funded?	Participated as a Voting Member in at least two CoC Meetings within the last 12 months (between October 1, 2014 and November 15, 2015).	Sat on the CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015).
John Muir Charter School	No	Yes	Yes

1B-1c. List the victim service providers (CoC Program and non-CoC Program funded) who operate within the CoC's geographic area. Then select "Yes" or "No" to indicate if each provider is a voting member or sits on the CoC Board.

Victim Service Provider for Survivors of Domestic Violence (up to 10)	Participated as a Voting Member in at least two CoC Meetings within the last 12 months (between October 1, 2014 and November 15, 2015).	Sat on CoC Board as active member or official at any point during the last 12 months (between October 1, 2014 and November 15, 2015).
Women's Shelter Program of San Luis Obispo	Yes	Yes
RISE	No	No
San Luis Obispo LINK	No	No

1B-2. Does the CoC intend to meet the timelines for ending homelessness as defined in Opening Doors?

Opening Doors Goal	CoC has established timeline?
End Veteran Homelessness by 2015	Yes
End Chronic Homelessness by 2017	No
End Family and Youth Homelessness by 2020	No
Set a Path to End All Homelessness by 2020	No

1B-3. How does the CoC identify and assign the individuals, committees, or organizations responsible for overseeing implementation of specific strategies to prevent and end homelessness in order to meet the goals of Opening Doors?
(limit 1000 characters)

To meet the goal of ending veteran homelessness, the CoC is working with the Community Action Partnership of San Luis Obispo, the Good Samaritan Shelter, and People Assisting the Homeless (PATH), which are the Supportive Services for Veteran Families grantees within the CoC. Those agencies were chosen by CoC and ESG subrecipients during the coordinated intake planning process as the entry points into the Continuum of Care for homeless veterans. The CoC is also working with HUD-VASH staff and technical assistance providers from the National Alliance to End Homelessness and Abt Associates to develop a target goal for getting to functional zero. The SSVF grantees and HUD-VASH staff also work with the County Veterans Services office to identify homeless veterans and the local America's Job Center to help connect veterans to employment resources.

1B-4. Explain how the CoC is open to proposals from entities that have not previously received funds in prior CoC Program competitions, even if the CoC is not applying for any new projects in 2015. (limit 1000 characters)

County staff (Lead Agency) encourages participation for previously unfunded entities for new/bonus PSH projects through the RFP and informational/technical assistance meeting, which is open to any interested service provider to attend. The announcement methods for the RFP and public meeting were newspaper circulation, website announcement, and CoC committee emailing list of funding availability. The meeting conducted by County staff and described the application process, eligible activities (new and renewal),needs, and CoC governing ranking process and CoC timeline.
The County (collaborative applicant) developed a rating criteria specifically for new-bonus funded PSH projects based on HUD's CoC 2015 NOFA. If the new project passes project threshold and project quality threshold, the Scoring Committee will then examine how closely the project is aligned with HUD's Open Doors policies and how the project will fill a gap in need for the local jurisdiction.

1B-5. How often does the CoC invite new members to join the CoC through a publicly available invitation?   Annually

1C. Continuum of Care (CoC) Coordination

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1C-1. Does the CoC coordinate with other Federal, State, local, private and other entities serving homeless individuals and families and those at risk of homelessness in the planning, operation and funding of projects? Only select "Not Applicable" if the funding source does not exist within the CoC's geographic area.

Funding or Program Source	Coordinates with Planning, Operation and Funding of Projects
Housing Opportunities for Persons with AIDS (HOPWA)	No
Temporary Assistance for Needy Families (TANF)	Yes
Runaway and Homeless Youth (RHY)	Not Applicable
HeadStart Program	Yes
Other housing and service programs funded through Federal, State and local government resources.	Yes

1C-2. The McKinney-Vento Act, as amended, requires CoCs to participate in the Consolidated Plan(s) (Con Plan(s)) for the geographic area served by the CoC. The CoC Program interim rule at 24 CFR 578.7(c)(4) requires that the CoC provide information required to complete the Con Plan(s) within the CoC's geographic area, and 24 CFR 91.100(a)(2)(i) and 24 CFR 91.110(b)(1) requires that the State and local Con Plan jurisdiction(s) consult with the CoC. The following chart asks for information about CoC and Con Plan jurisdiction coordination, as well as CoC and ESG recipient coordination.

CoCs can use the CoCs and Consolidated Plan Jurisdiction Crosswalk to assist in answering this question.

	Number	Percentage
Number of Con Plan jurisdictions with whom the CoC geography overlaps	1	
How many Con Plan jurisdictions did the CoC participate with in their Con Plan development process?	1	100.00%
How many Con Plan jurisdictions did the CoC provide with Con Plan jurisdiction level PIT data?	1	100.00%
How many of the Con Plan jurisdictions are also ESG recipients?	1	
How many ESG recipients did the CoC participate with to make ESG funding decisions?	1	100.00%

How many ESG recipients did the CoC consult with in the development of ESG performance standards and evaluation process for ESG funded activities?	1	100.00 %

1C-2a. Based on the responses selected in 1C-2, describe in greater detail how the CoC participates with the Consolidated Plan jurisdiction(s) located in the CoC's geographic area and include the frequency, extent, and type of interactions between the CoC and the Consolidated Plan jurisdiction(s).
(limit 1000 characters)

San Luis Obispo County Planning Department acts as the lead agency in preparing the Consolidated Plan. The CoC governing body consults and collaborates with County staff on a bi-monthly basis during the regular meetings of the CoC governing body, wherein County staff is in attendance to receive information about needs and recommendations from the CoC. In addition to the bi-monthly regular meetings that are roughly 3 hours long, County staff participates in various CoC subcommittee planning meetings and workshops.

County staff advertises and conducts public workshops to solicit public input for housing and community development needs before issuing a countywide request for proposals prior to preparing the draft Consolidated Plan. CoC members attend these workshops and participate in surveys to provide input; County also receives input through phone calls and email correspondence.

1C-2b. Based on the responses selected in 1C-2, describe how the CoC is working with ESG recipients to determine local ESG funding decisions and how the CoC assists in the development of performance standards and evaluation of outcomes for ESG-funded activities.
(limit 1000 characters)

San Luis Obispo County Planning Department acts as the ESG recipient for the CoC jurisdiction. The CoC provides PIT data, HMIS data, and ESG subrecipient information for the development of performance standards; CoC members also attend County-conducted needs workshops and hearings to provide input on community and housing needs for the jurisdiction. The CoC has a prevailing role in evaluating outcomes for ESG funded activities, including determining how to allocate ESG funds for eligible activities, developing performance standards for activities assisted by ESG funds, and developing funding policies and procedures for the operation and administration of HMIS for ESG funded projects.

The CoC governing body reviews and recommends which ESG programs should be awarded funds. Additionally, some CoC member agencies participated in developing the policies and procedures as well as performance standards for activities funded by the ESG program.

1C-3. Describe the how the CoC coordinates with victim service providers and non-victim service providers (CoC Program funded and non-CoC funded) to ensure that survivors of domestic violence are provided housing and services that provide and maintain safety and security. Responses must address how the service providers ensure and maintain the safety and security of participants and how client choice is upheld. (limit 1000 characters)

The County has two main DV providers, the Women's Shelter Program of SLO (WSP) and RISE. There are approximately 38 safe emergency shelter beds between the two agencies and WSP has approximately 34 transitional housing beds as well. The addresses of these safe houses are kept confidential. The DV shelters maintain a separate but comparable HMIS database so that aggregate data can be submitted still but confidentiality is maintained. Clients are given care and resources through case management and peer counseling for obtaining housing, services, and economic self-sufficiency. Participants are also offered counseling for trauma and are connected with needed legal resources around divorce, custody, etc.

1C-4. List each of the Public Housing Agencies (PHAs) within the CoC's geographic area. If there are more than 5 PHAs within the CoC's geographic area, list the 5 largest PHAs. For each PHA, provide the percentage of new admissions that were homeless at the time of admission between October 1, 2014 and March 31, 2015, and indicate whether the PHA has a homeless admissions preference in its Public Housing and/or Housing Choice Voucher (HCV) program. (Full credit consideration may be given for the relevant excerpt from the PHA's administrative planning document(s) clearly showing the PHA's homeless preference, e.g. Administration Plan, Admissions and Continued Occupancy Policy (ACOP), Annual Plan, or 5-Year Plan, as appropriate).

Public Housing Agency Name	% New Admissions into Public Housing and Housing Choice Voucher Program from 10/1/14 to 3/31/15 who were homeless at entry	PHA has General or Limited Homeless Preference
Housing Authority of the City of San Luis Obispo		Yes-HCV

**1C-5. Other than CoC, ESG, Housing Choice Voucher Programs and Public Housing, describe other subsidized or low-income housing opportunities that exist within the CoC that target persons experiencing homelessness.
(limit 1000 characters)**

The County last year created its first Housing First program, the 50 Now Program, which will has housed at least 37 of the most vulnerable, chronically homeless person in the County since October. 13 more persons will be housed in the next year.

In 2014, the County also received state funding to create the Housing Support Program, a Rapid Rehousing program for homeless families who receive CalWORKS benefits. Since December 2014, 122 homeless families have been placed into permanent housing. That program has been renewed for FY15-16.

Three additional Rapid Rehousing programs began in the past year, including two new SSVF programs and a privately funded RRH program. For clients exiting the jail, there are at least two state funded sober living homes. This summer the County also helped a nonprofit purchase 8 units of housing that will be used for reunification of homeless families who are involved with child welfare and who are ready to be reunified but lack adequate housing.

1C-6. Select the specific strategies implemented by the CoC to ensure that homelessness is not criminalized in the CoC's geographic area. Select all that apply. For "Other," you must provide a description (2000 character limit)

Engaged/educated local policymakers:	X
Engaged/educated law enforcement:	X
Implemented communitywide plans:	
No strategies have been implemented:	

1D. Continuum of Care (CoC) Discharge Planning

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1D-1. Select the systems of care within the CoC's geographic area for which there is a discharge policy in place that is mandated by the State, the CoC, or another entity for the following institutions? Check all that apply.

Foster Care:	X
Health Care:	X
Mental Health Care:	
Correctional Facilities	
None:	

1D-2. Select the systems of care within the CoC's geographic area with which the CoC actively coordinates to ensure that institutionalized persons that have resided in each system of care for longer than 90 days are not discharged into homelessness. Check all that apply.

Foster Care:	X
Health Care:	
Mental Health Care:	
Correctional Facilities:	
None:	

1D-2a. If the applicant did not check all boxes in 1D-2, explain why there is no coordination with the institution(s) and explain how the CoC plans to coordinate with the institution(s) to ensure persons discharged are not discharged into homelessness.
(limit 1000 characters)

There are no publicly funded hospitals within the CoC, however the CoC coordinates with private hospitals and the Medi-Cal managed care agency on respite care programs for homeless persons and is working to include those agencies in the coordinated assessment and referral process.
Regarding mental health care, the mental health agency participated actively in CoC meetings regarding discharge planning for homeless persons, and the agency has hired a case manager to assist homeless persons who are about to be discharged to try to connect them with housing or resources.
CoC staff and agencies coordinate with the jail in pre-release working groups to discuss individual clients and make discharge plans for those clients at risk of recidivism. Additionally, the CoC conducted screening at the jail for vulnerable homeless persons during the open enrollment periods for the CoC's new Housing First program.

1E. Centralized or Coordinated Assessment (Coordinated Entry)

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

CoCs are required by the CoC Program interim rule to establish a Centralized or Coordinated Assessment system – also referred to as Coordinated Entry. Based on the recent Coordinated Entry Policy Brief, HUD's primary goals for coordinated entry processes are that assistance be allocated as effectively as possible and that it be easily accessible regardless of where or how people present for assistance. Most communities lack the resources needed to meet all of the needs of people experiencing homelessness. This combined with the lack of a well-developed coordinated entry processes can result in severe hardships for persons experiencing homelessness who often face long wait times to receive assistance or are screened out of needed assistance. Coordinated entry processes help communities prioritize assistance based on vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. Coordinated entry processes also provide information about service needs and gaps to help communities plan their assistance and identify needed resources.

1E-1. Explain how the CoC's coordinated entry process is designed to identify, engage, and assist homeless individuals and families that will ensure those who request or need assistance are connected to proper housing and services.
(limit 1000 characters)

Due to local geography, shelters and the Day Center are the primary points of entry. These programs use a coordinated intake form to assess needs and make referrals. A Homeless Outreach Team and two veterans specific outreach teams also seek out unsheltered persons. The CoC also uses outreach events, such as a Stand Down and a Project Homeless Connect-style event to reach people. The CoC also conducts outreach to hospitals, law enforcement, schools, the TANF program, and the local psychiatric health facility, and other mainstream services about CoC points of entry. Information is also available from 211.

Over the past year, the CoC also used a VI-SPDAT survey at shelter, service and street locations to create a Registry of chronically homeless persons. These surveys were also conducted at the jail, local hospitals, and the respite care program. A by name list of homeless veterans is also being developed.

1E-2. CoC Program and ESG Program funded projects are required to participate in the coordinated entry process, but there are many other organizations and individuals who may participate but are not required to do so. From the following list, for each type of organization or individual, select all of the applicable checkboxes that indicate how that organization or individual participates in the CoC's coordinated entry process. If the organization or person does not exist in the CoC's geographic area, select "Not Applicable." If there are other organizations or persons that participate not on this list, enter the information, click "Save" at the bottom of the screen, and then select the applicable checkboxes.

Organization/Person Categories	Participates in Ongoing Planning and Evaluation	Makes Referrals to the Coordinated Entry Process	Receives Referrals from the Coordinated Entry Process	Operates Access Point for Coordinated Entry Process	Participates in Case Conferencing	Not Applicable
Local Government Staff/Officials	X	X	X	X	X	
CDBG/HOME/Entitlement Jurisdiction	X					
Law Enforcement		X				
Local Jail(s)		X				
Hospital(s)	X	X				
EMT/Crisis Response Team(s)		X				
Mental Health Service Organizations		X			X	
Substance Abuse Service Organizations		X			X	
Affordable Housing Developer(s)		X	X			
Public Housing Authorities		X	X			
Non-CoC Funded Youth Homeless Organizations		X				
School Administrators/Homeless Liaisons		X				
Non-CoC Funded Victim Service Organizations						X
Street Outreach Team(s)		X			X	
Homeless or Formerly Homeless Persons	X					

	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐

1F. Continuum of Care (CoC) Project Review, Ranking, and Selection

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1F-1. For all renewal project applications submitted in the FY 2015 CoC Program Competition complete the chart below regarding the CoC's review of the Annual Performance Report(s).

How many renewal project applications were submitted in the FY 2015 CoC Program Competition?	7

How many of the renewal project applications are first time renewals for which the first operating year has not expired yet?	0

How many renewal project application APRs were reviewed by the CoC as part of the local CoC competition project review, ranking, and selection process for the FY 2015 CoC Program Competition?	6

Percentage of APRs submitted by renewing projects within the CoC that were reviewed by the CoC in the 2015 CoC Competition?	85.71%

1F-2. In the sections below, check the appropriate box(s) for each section to indicate how project applications were reviewed and ranked for the FY 2015 CoC Program Competition. (Written documentation of the CoC's publicly announced Rating and Review procedure must be attached.)

Type of Project or Program **(PH, TH, HMIS, SSO, RRH, etc.)**	X

Performance outcomes from APR reports/HMIS	
Length of stay	X
% permanent housing exit destinations	X
% increases in income	X

Monitoring criteria	
Participant Eligibility	X
Utilization rates	X
Drawdown rates	
Frequency or Amount of Funds Recaptured by HUD	

Need for specialized population services	
Youth	X
Victims of Domestic Violence	X
Families with Children	
Persons Experiencing Chronic Homelessness	X
Veterans	X

None	

1F-2a. Describe how the CoC considered the severity of needs and vulnerabilities of participants that are, or will be, served by the project applications when determining project application priority. (limit 1000 characters)

The CoC considered the severity of needs and vulnerabilities of participants that are or will be served by the project applications in determining project application priority by scoring the project in accordance to HUD's policy focus for vulnerable populations of chronically homeless individuals and special populations, as stated in the NOFA. The CoC grant review committee considered the populations of the persons served For new Permanent Housing projects applying for bonus funding, the CoC considered whether the project would provide for an underserved population or addresses a severe need that was not previously provided for by federal funding in prioritizing the project. The project selected for the bonus funding proposal will serve chronically homeless persons prioritized using the VI-SPDAT and length of time homeless. Additionally, that project proposed to set aside two units for youth. Youth will be prioritized for these units based on VI-SPDAT and length of time homeless.

1F-3. Describe how the CoC made the local competition review, ranking, and selection criteria publicly available, and identify the public medium(s) used and the date(s) of posting. In addition, describe how the CoC made this information available to all stakeholders. (Evidence of the public posting must be attached)
(limit 750 characters)

The local competition review, ranking and selection criteria were posted on the lead agency's CoC grant website on October 2. On the October 7, an informational meeting for interest applicants, the rating criteria sheets were available. Detailed project criteria based on the NOFA were used in rating and ranking project applications, and a grant review subcommittee of the CoC governing body reviewed ranked the applications. Criteria include capacity and experience of the organization, match, HMIS participation (i.e. quality of data), spending of grant funds in past years, and other criteria as noted in this year's NOFA. Match and leveraging is reviewed based on the proposed match sources.

1F-4. On what date did the CoC and Collaborative Applicant publicly post all parts of the FY 2015 CoC Consolidated Application that included the final project application ranking? (Written documentation of the public posting, with the date of the posting clearly visible, must be attached. In addition, evidence of communicating decisions to the CoC's full membership must be attached.)   11/17/2015

1F-5. Did the CoC use the reallocation process in the FY 2015 CoC Program Competition to reduce or reject projects for the creation of new projects? (If the CoC utilized the reallocation process, evidence of the public posting of the reallocation process must be attached.)   No

1F-5a. If the CoC rejected project application(s) on what date did the CoC and Collaborative Applicant notify those project applicants their project application was rejected in the local CoC competition process? (If project applications were rejected, a copy of the written notification to each project applicant must be attached.)   11/05/2015

1F-6. Is the Annual Renewal Demand (ARD) in the CoC's FY 2015 CoC Priority Listing equal to or less than the ARD on the final HUD-approved FY 2015 GIW?   Yes

1G. Continuum of Care (CoC) Addressing Project Capacity

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

1G-1. Describe how the CoC monitors the performance of CoC Program recipients.
(limit 1000 characters)

County (lead agency) staff comprised of planning staff and grant fund administrator/accountant conducts on-site project monitoring annually during the middle of the grant term to audit payments and suggest improvements to the program. The lead agency also monitors HMIS data quality on at least a quarterly basis. Accountant monitors quarterly drawdowns to ensure timely utilization of HUD funds.

1G-2. Did the Collaborative Applicant review and confirm that all project applicants attached accurately completed and current dated form HUD 50070 and form HUD-2880 to the Project Applicant Profile in e-snaps?   Yes

1G-3. Did the Collaborative Applicant include accurately completed and appropriately signed form HUD-2991(s) for all project applications submitted on the CoC Priority Listing?   Yes

2A. Homeless Management Information System (HMIS) Implementation

Intructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2A-1. Does the CoC have a governance charter that outlines the roles and responsibilities of the CoC and the HMIS Lead, either within the charter itself or by reference to a separate document like an MOU? In all cases, the CoC's governance charter must be attached to receive credit. In addition, if applicable, any separate document, like an MOU, must also be attached to receive credit. Yes

2A-1a. Include the page number where the roles and responsibilities of the CoC and HMIS Lead can be found in the attached document referenced in 2A-1. In addition, in the textbox indicate if the page number applies to the CoC's attached governance charter or the attached MOU. 3

2A-2. Does the CoC have a HMIS Policies and Procedures Manual? If yes, in order to receive credit the HMIS Policies and Procedures Manual must be attached to the CoC Application. Yes

2A-3. Are there agreements in place that outline roles and responsibilities between the HMIS Lead and the Contributing HMIS Organizations (CHOs)? Yes

2A-4. What is the name of the HMIS software used by the CoC (e.g., ABC Software)? Applicant will enter the HMIS software name (e.g., ABC Software).   Client Services Network

2A-5. What is the name of the HMIS software vendor (e.g., ABC Systems)? Applicant will enter the name of the vendor (e.g., ABC Systems).   Bell Data

2B. Homeless Management Information System (HMIS) Funding Sources

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2B-1. Select the HMIS implementation coverage area: Single CoC

* 2B-2. In the charts below, enter the amount of funding from each funding source that contributes to the total HMIS budget for the CoC.

2B-2.1 Funding Type: Federal - HUD

Funding Source	Funding
CoC	$61,160
ESG	$0
CDBG	$15,290
HOME	$0
HOPWA	$0
Federal - HUD - Total Amount	$76,450

2B-2.2 Funding Type: Other Federal

Funding Source	Funding
Department of Education	$0
Department of Health and Human Services	$0
Department of Labor	$0
Department of Agriculture	$0
Department of Veterans Affairs	$0
Other Federal	$0
Other Federal - Total Amount	$0

2B-2.3 Funding Type: State and Local

Funding Source	Funding
City	$0
County	$0
State	$0
State and Local - Total Amount	$0

2B-2.4 Funding Type: Private

Funding Source	Funding
Individual	$0
Organization	$0
Private - Total Amount	$0

2B-2.5 Funding Type: Other

Funding Source	Funding
Participation Fees	$0
Other - Total Amount	$0

2B-2.6 Total Budget for Operating Year	$76,450

2C. Homeless Management Information System (HMIS) Bed Coverage

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2C-1. Enter the date the CoC submitted the 2015 HIC data in HDX, (mm/dd/yyyy): 05/15/2015

2C-2. Per the 2015 Housing Inventory Count (HIC) indicate the number of beds in the 2015 HIC and in HMIS for each project type within the CoC. If a particular housing type does not exist in the CoC then enter "0" for all cells in that housing type.

Project Type	Total Beds in 2015 HIC	Total Beds in HIC Dedicated for DV	Total Beds in HMIS	HMIS Bed Coverage Rate
Emergency Shelter beds	362	39	98	30.34%
Safe Haven (SH) beds	0	0	0	
Transitional Housing (TH) beds	55	31	20	83.33%
Rapid Re-Housing (RRH) beds	35	0	9	25.71%
Permanent Supportive Housing (PSH) beds	214	0	54	25.23%
Other Permanent Housing (OPH) beds	0	0	0	

2C-2a. If the bed coverage rate for any housing type is 85% or below, describe how the CoC plans to increase this percentage over the next 12 months.
(limit 1000 characters)

For ES bed coverage, the CoC will identify nonprofits that are not yet participating in HMIS but could participate (non-DV, non-motel voucher),conduct necessary training for agency staff to input clients into HMIS,monitor and provide support throughout the year to ensure that more inventory beds are covered by HMIS. It should be noted that 188 of the ES beds are motel voucher beds.

TH Coverage rate will improve by adding the last program to HMIS in the next 12 months to bring the coverage rate to 100%.

RRH will receive HMIS bed coverage once the Department of Social Services receives HMIS funding from a separate funding source to implement the program and train its staff; the RRH HMIS rate will be 100% in the next 12 months.

The CoC plans to increase the PSH rate by reaching out to the Housing Authority to partner and collaborate with the agency in order to input bed coverage into HMIS. It should be noted that 156 of the PSH beds are provided through VASH.

2C-3. HUD understands that certain projects are either not required to or discouraged from participating in HMIS, and CoCs cannot require this if they are not funded through the CoC or ESG programs. This does NOT include domestic violence providers that are prohibited from entering client data in HMIS. If any of the project types listed in question 2C-2 above has a coverage rate of 85% or below, and some or all of these rates can be attributed to beds covered by one of the following programs types, please indicate that here by selecting all that apply from the list below. (limit 1000 characters)

VA Domiciliary (VA DOM):	
VA Grant per diem (VA GPD):	
Faith-Based projects/Rescue mission:	
Youth focused projects:	
HOPWA projects:	
Not Applicable:	X

2C-4. How often does the CoC review or assess its HMIS bed coverage?   Annually

2D. Homeless Management Information System (HMIS) Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2D-1. Indicate the percentage of unduplicated client records with null or missing values and the percentage of "Client Doesn't Know" or "Client Refused" during the time period of October 1, 2013 through September 30, 2014.

Universal Data Element	Percentage Null or Missing	Percentage Client Doesn't Know or Refused
3.1 Name	0%	0%
3.2 Social Security Number	0%	1%
3.3 Date of birth	0%	0%
3.4 Race	0%	0%
3.5 Ethnicity	0%	0%
3.6 Gender	0%	0%
3.7 Veteran status	0%	0%
3.8 Disabling condition	0%	0%
3.9 Residence prior to project entry	0%	0%
3.10 Project Entry Date	0%	0%
3.11 Project Exit Date	0%	0%
3.12 Destination	0%	0%
3.15 Relationship to Head of Household	65%	0%
3.16 Client Location	0%	0%
3.17 Length of time on street, in an emergency shelter, or safe haven	8%	0%

2D-2. Identify which of the following reports your HMIS generates. Select all that apply:

CoC Annual Performance Report (APR):	X
ESG Consolidated Annual Performance and Evaluation Report (CAPER):	X
Annual Homeless Assessment Report (AHAR) table shells:	X

	☐
None	☐

2D-3. If you submitted the 2015 AHAR, how many AHAR tables (i.e., ES-ind, ES-family, etc) were accepted and used in the last AHAR? 10

2D-4. How frequently does the CoC review data quality in the HMIS? Monthly

2D-5. Select from the dropdown to indicate if standardized HMIS data quality reports are generated to review data quality at the CoC level, project level, or both? Both Project and CoC

2D-6. From the following list of federal partner programs, select the ones that are currently using the CoC's HMIS.

VA Supportive Services for Veteran Families (SSVF):	X
VA Grant and Per Diem (GPD):	☐
Runaway and Homeless Youth (RHY):	☐
Projects for Assistance in Transition from Homelessness (PATH):	X
	☐
None:	☐

2D-6a. If any of the federal partner programs listed in 2D-6 are not currently entering data in the CoC's HMIS and intend to begin entering data in the next 12 months, indicate the federal partner program and the anticipated start date.
(limit 750 characters)

2E. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

The data collected during the PIT count is vital for both CoCs and HUD. Communities need accurate data to determine the size and scope of homelessness at the local level so they can best plan for services and programs that will appropriately address local needs and measure progress in addressing homelessness. HUD needs accurate data to understand the extent and nature of homelessness throughout the country, and to provide Congress and the Office of Management and Budget (OMB) with information regarding services provided, gaps in service, and performance. This information helps inform Congress' funding decisions, and it is vital that the data reported is accurate and of high quality.

2E-1. Did the CoC approve the final sheltered PIT count methodology for the 2015 sheltered PIT count? Yes

2E-2. Indicate the date of the most recent sheltered PIT count (mm/dd/yyyy): 01/25/2015

2E-2a. If the CoC conducted the sheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD? Not Applicable

2E-3. Enter the date the CoC submitted the sheltered PIT count data in HDX, (mm/dd/yyyy): 04/30/2015

2F. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2F-1. Indicate the method(s) used to count sheltered homeless persons during the 2015 PIT count:

Complete Census Count:	X
Random sample and extrapolation:	
Non-random sample and extrapolation:	

2F-2. Indicate the methods used to gather and calculate subpopulation data for sheltered homeless persons:

HMIS:	X
HMIS plus extrapolation:	
Interview of sheltered persons:	
Sample of PIT interviews plus extrapolation:	

2F-3. Provide a brief description of your CoC's sheltered PIT count methodology and describe why your CoC selected its sheltered PIT count methodology.
(limit 1000 characters)

Shelter data was collected from HMIS. Use of HMIS data was recommended by the contracted research firm that advised the CoC.

2F-4. Describe any change in methodology from your sheltered PIT count in 2014 to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to the implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the PIT count). (limit 1000 characters)

No changes were made to the sheltered PIT count methodology.

2F-5. Did your CoC change its provider coverage in the 2015 sheltered count?　Yes

2F-5a. If "Yes" in 2F-5, then describe the change in provider coverage in the 2015 sheltered count. (limit 750 characters)

A new Rapid Rehousing program – the CalWORKs Housing Support Program (HSP) was begun in late 2014. In Winter 2014-15, that program was also temporarily sheltering HSP participating homeless families in motels. The 2015 sheltered count included the families temporarily sheltered in motels by the Housing Support Program. That program did not exist in January 2014, so was not included in the 2014 PIT Count. Also, the HUD-VASH program was included in the 2014 sheltered count but was excluded in 2015.

2G. Continuum of Care (CoC) Sheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2G-1. Indicate the methods used to ensure the quality of the data collected during the sheltered PIT count:

Training:	X
Provider follow-up:	X
HMIS:	X
Non-HMIS de-duplication techniques:	X

2G-2. Describe any change to the way your CoC implemented its sheltered PIT count from 2014 to 2015 that would change data quality, including changes to training volunteers and inclusion of any partner agencies in the sheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual sheltered PIT count methodology (e.g., change in sampling or extrapolation method). (limit 1000 characters)

No changes that would affect data quality were made.

2H. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

The unsheltered PIT count assists communities and HUD to understand the characteristics and number of people with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. CoCs are required to conduct an unsheltered PIT count every 2 years (biennially) during the last 10 days in January; however, CoCs are strongly encouraged to conduct the unsheltered PIT count annually, at the same time that it does the annual sheltered PIT count. The last official PIT count required by HUD was in January 2015.

2H-1. Did the CoC approve the final unsheltered PIT count methodology for the most recent unsheltered PIT count?   Yes

2H-2. Indicate the date of the most recent unsheltered PIT count (mm/dd/yyyy):   01/26/2015

2H-2a. If the CoC conducted the unsheltered PIT count outside of the last 10 days of January 2015, was an exception granted by HUD?   Not Applicable

2H-3. Enter the date the CoC submitted the unsheltered PIT count data in HDX (mm/dd/yyyy):   04/30/2015

2I. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Methods

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2I-1. Indicate the methods used to count unsheltered homeless persons during the 2015 PIT count:

Night of the count - complete census:	X
Night of the count - known locations:	
Night of the count - random sample:	
Service-based count:	
HMIS:	

2I-2. Provide a brief description of your CoC's unsheltered PIT count methodology and describe why your CoC selected its unsheltered PIT count methodology.
(limit 1000 characters)

The CoC used a blitz approach to count all regions of the county on the morning of January 26, 2015 between daybreak and 10 a.m. Teams of trained enumerators in each region were assigned non-overlapping areas in which to conduct a visual count. Most teams included a currently or formerly homeless person familiar with the area being counted. That person acted as a guide to help lead teams to areas where homeless persons slept.
The CoC choose to use this methodology because it was a HUD approved methodology. Also, the CoC wanted a complete count.

2I-3. Describe any change in methodology from your unsheltered PIT count in 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015, including any change in sampling or extrapolation method, if applicable. Do not include information on changes to implementation of your sheltered PIT count methodology (e.g., enhanced training and change in partners participating in the count).
(limit 1000 characters)

In 2015, a Youth Street Count was conducted. This Count was conducted by teams of trained youth who were currently or formerly homeless who counted during the afternoon.

2I-4. Does your CoC plan on conducting   No
an unsheltered PIT count in 2016?

(If "Yes" is selected, HUD expects the CoC to conduct an unsheltered PIT count in 2016. See the FY 2015 CoC Program NOFA, Section VII.A.4.d. for full information.)

2J. Continuum of Care (CoC) Unsheltered Point-in-Time (PIT) Count: Data Quality

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

2J-1. Indicate the steps taken by the CoC to ensure the quality of the data collected for the 2015 unsheltered population PIT count:

Training:	X
"Blitz" count:	X
Unique identifier:	
Survey question:	
Enumerator observation:	X
None:	

2J-2. Describe any change to the way the CoC implemented the unsheltered PIT count from 2014 (or 2013 if an unsheltered count was not conducted in 2014) to 2015 that would affect data quality. This includes changes to training volunteers and inclusion of any partner agencies in the unsheltered PIT count planning and implementation, if applicable. Do not include information on changes to actual methodology (e.g., change in sampling or extrapolation method).
(limit 1000 characters)

A Youth-specific Count was conducted in 2015 but not in 2014 or 2013. The CoC worked with schools youth programs, and homeless service agencies to engage currently and formerly homeless youth in planning and conducting the count, as well as the survey. Youth enumerators and surveyors received training from Applied Survey Research, the agency contracted to plan and implement the 2015 Point in Time Count.

3A. Continuum of Care (CoC) System Performance

Instructions

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

3A-1. Performance Measure: Number of Persons Homeless - Point-in-Time Count.

* 3A-1a. Change in PIT Counts of Sheltered and Unsheltered Homeless Persons

Using the table below, indicate the number of persons who were homeless at a Point-in-Time (PIT) based on the 2014 and 2015 PIT counts as recorded in the Homelessness Data Exchange (HDX).

		2014 PIT (for unsheltered count, most recent year conducted)	2015 PIT	Difference
Universe: Total PIT Count of sheltered and unsheltered persons		244	1,515	1,271
Emergency Shelter Total		172	337	165
Safe Haven Total		0	0	0
Transitional Housing Total		72	55	-17
Total Sheltered Count		244	392	148
Total Unsheltered Count		0	1,123	1,123

3A-1b. Number of Sheltered Persons Homeless - HMIS.

Using HMIS data, CoCs must use the table below to indicate the number of homeless persons who were served in a sheltered environment between October 1, 2013 and September 30, 2014.

		Between October 1, 2013 and September 30, 2014
Universe: Unduplicated Total sheltered homeless persons		1,138
Emergency Shelter Total		1,078
Safe Haven Total		0
Transitional Housing Total		60

3A-2. Performance Measure: First Time Homeless.

Describe the CoC's efforts to reduce the number of individuals and families who become homeless for the first time. Specifically, describe what the CoC is doing to identify risk factors for becoming homeless for the first time.
(limit 1000 characters)

The CoC has consulted with ESG and other social services programs regarding the situations of individuals and families who are becoming homeless for the first time. Risk factors include eviction from existing housing, mental illness, addictions disorders, and sudden loss of income combined with a lack of additional resources.

The Day Center and shelter case management programs assess clients to determine whether imminently homeless individuals or families could be diverted to homeless prevention resources. Persons eligible for prevention resources are referred to a FEMA Emergency Food and Shelter program funded eviction prevention programs or to other eviction prevention programs for which the clients qualify. Demand for eviction prevention funding exceeds available resources and some eviction prevention assistance may be limited to once in a lifetime.

3A-3. Performance Measure: Length of Time Homeless.

Describe the CoC's efforts to reduce the length of time individuals and families remain homeless. Specifically, describe how your CoC has reduced the average length of time homeless, including how the CoC identifies and houses individuals and families with the longest lengths of time homeless.
(limit 1000 characters)

The CoC utilizes HMIS client data intake to track and record the length of time that individuals and families have remained homeless. Additionally, the CoC is using length of time homeless as a criteria for prioritizing persons for its Housing First program, along with vulnerability assessments from the VI-SPDAT. The CoC has also formed a working group to develop plans for implementing HUD's orders of priority for CoC-funded permanent housing, which would prioritize highest needs persons with the longest length of time homeless for any openings in CoC-funded permanent housing programs.

The CoC works with the Housing Authority to set aside 50 housing assistance vouchers for the county's most vulnerable, chronical homeless individuals who will receive intensive case management and healthcare services to ensure stability (50Now Program).

* 3A-4. Performance Measure: Successful Permanent Housing Placement or Retention.

In the next two questions, CoCs must indicate the success of its projects in placing persons from its projects into permanent housing.

3A-4a. Exits to Permanent Housing Destinations:

In the chart below, CoCs must indicate the number of persons in CoC funded supportive services only (SSO), transitional housing (TH), and rapid re-housing (RRH) project types who exited into permanent housing destinations between October 1, 2013 and September 30, 2014.

	Between October 1, 2013 and September 30, 2014
Universe: Persons in SSO, TH and PH-RRH who exited	130
Of the persons in the Universe above, how many of those exited to permanent destinations?	51
% Successful Exits	39.23%

3A-4b. Exit To or Retention Of Permanent Housing:

In the chart below, CoCs must indicate the number of persons who exited from any CoC funded permanent housing project, except rapid re-housing projects, to permanent housing destinations or retained their permanent housing between October 1, 2013 and September 31, 2014.

	Between October 1, 2013 and September 30, 2014
Universe: Persons in all PH projects except PH-RRH	35
Of the persons in the Universe above, indicate how many of those remained in applicable PH projects and how many of those exited to permanent destinations?	33
% Successful Retentions/Exits	94.29%

3A-5. Performance Measure: Returns to Homelessness:

Describe the CoC's efforts to reduce the rate of individuals and families who return to homelessness.   Specifically, describe at least three strategies your CoC has implemented to identify and minimize returns to homelessness, and demonstrate the use of HMIS or a comparable database to monitor and record returns to homelessness.
(limit 1000 characters)

Strategies the CoC has implemented to minimize returns to homelessness include:
1)Funding programs in the CoC competition that include supportive services designed to stabilize people in housing; 2)Providing SOAR training to case managers to help households with disabilities apply for disability benefits that can increase their incomes and help them to sustain rent payments;3)Connecting eligible homeless families in the CalWORKs Rapid Rehousing Program to TANF-funded employment or education programs to help them increase or be prepared to increase their income from employment;4)Encouraging single adults and other households to consider home sharing with other adults or relatives in order to make rent affordable and sustainable. To track returns to homelessness, the CoC recently created a report in HMIS to identify if persons entering shelters or case management services have previously exited from CoC-funded Rapid Rehousing, transitional housing, and permanent supportive housing.

3A-6. Performance Measure: Job and Income Growth.

Describe specific strategies implemented by CoC Program-funded projects to increase the rate by which homeless individuals and families increase income from employment and non-employment sources (include at least one specific strategy for employment income and one for non-employment related income, and name the organization responsible for carrying out each strategy).
(limit 1000 characters)

Employment income: Case managers in CoC-funded projects (Community Action Partnership, Transitions Mental Health Association) work to connect clients with employment and coordinate with non-CoC funded agencies (ECHO, LINK) to identify employment/income resources, including a subsidized employment program for TANF participants in which homeless families will be eligible to participate.

Non-Employment income: The CoC provides SOAR training to staff to assist eligible clients to apply for SSI/SSDI benefits and follows up with case managers to identify steps to reducing barriers for obtaining benefits. The CoC coordinates with private nonprofit health agencies for healthcare providers to assess homeless persons with disabilities, and identifies physicians willing to review SOAR Medical Summary Reports. The local Community Health Center is responsible for providing this benefit.

3A-6a. Describe how the CoC is working with mainstream employment organizations to aid homeless individuals and families in increasing their income.
(limit 1000 characters)

Homeless persons who are able to work are referred to the local America's Job Centers, as well as other Workforce Investment Act (WIA) programs for which they qualify. Persons with disabilities are referred to the Department of Rehabilitation or to appropriate WIA funded programs.

Homeless families participating in the CalWORKS Housing Support Program who are eligible are referred to the CalWORKs Welfare to Work program. This TANF-funded program connects participants to assistance such as subsidized employment, education or other resources help families increase their employment income.

In addition, the local Workforce Investment Board recently created a job training program for youth who are not currently in school. Also, youth aging out of foster care are eligible to participate in the Transitional Aged Youth Financial Assistance Program, which helps pay for housing and other costs while they attend college, university, or trade schools, up to age 24.

3A-7. Performance Measure: Thoroughness of Outreach.

How does the CoC ensure that all people living unsheltered in the CoC's geographic area are known to and engaged by providers and outreach teams?
(limit 1000 characters)

The CoC last year began creating a registry of unsheltered and sheltered chronically homeless persons as part of its new 50 Now Program (a Housing First program for the most vulnerable homeless persons). The list was built during Registry Week efforts by canvassing shelters, the day center, the Health Care for the Homeless program, local meal programs, local hospitals, the jail, and selected street locations where homeless persons congregate. Persons are prioritized for the 50 Now program using VI-SPDAT scores. The CoC is currently working on a plan to allow persons to be referred to the Registry throughout the year on an ongoing basis. Local referral partners will include social service agencies, hospitals, behavioral health agencies, and local law enforcement.
In addition to the Registry Week efforts, street outreach teams for mental health and veterans programs work to identify and engage homeless persons on the street.

3A-7a. Did the CoC exclude geographic areas from the 2015 unsheltered PIT count where the CoC determined that there were no unsheltered homeless people, including areas that are uninhabitable (e.g., deserts)?   No

3A-7b. What was the the criteria and decision-making process the CoC used to identify and exclude specific geographic areas from the CoC's unsheltered PIT count?
(limit 1000 characters)

N/A

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 1: Ending Chronic Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors, Federal Strategic Plan to Prevent and End Homelessness (as amended in 2015) establishes the national goal of ending chronic homelessness. Although the original goal was to end chronic homelessness by the end of 2015, that goal timeline has been extended to 2017. HUD is hopeful that communities that are participating in the Zero: 2016 technical assistance initiative will continue to be able to reach the goal by the end of 2016. The questions in this section focus on the strategies and resources available within a community to help meet this goal.

3B-1.1. Compare the total number of chronically homeless persons, which includes persons in families, in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

		2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT Count of sheltered and unsheltered chronically homeless persons		629	497	-132
Sheltered Count of chronically homeless persons		37	12	-25
Unsheltered Count of chronically homeless persons		592	485	-107

3B-1.1a. Using the "Differences" calculated in question 3B-1.1 above, explain the reason(s) for any increase, decrease, or no change in the overall TOTAL number of chronically homeless persons in the CoC, as well as the change in the unsheltered count, as reported in the PIT count in 2015 compared to 2014. To possibly receive full credit, both the overall total and unsheltered changes must be addressed.
(limit 1000 characters)

A number of new housing resources have been put into place since January 2015, which may have contributed to the decline in both the sheltered and unsheltered count. For example, between January 2013 and January 2015, 70 homeless veterans were housed by the HUD-VASH program. Additionally, in October 2014, the CoC began its first Housing First program for vulnerable, chronically homeless persons. CoC providers and additional nonprofits also continued to house chronically homeless persons through CoC-funded programs and other programs, including a Mental Health Services Act funded housing program for persons with severe mental illness from 2013 to 2015. Also, the waiting list for Housing Choice Vouchers was opened in 2014 for the first time in several years and the local Housing Authority also set aside a portion of their vouchers for case managed clients of CoC and ESG subrecipients.

**3B-1.2. From the FY 2013/FY 2014 CoC Application: Describe the CoC's two year plan (2014-2015) to increase the number of permanent supportive housing beds available for chronically homeless persons and to meet the proposed numeric goals as indicated in the table above. Response should address the specific strategies and actions the CoC will take to achieve the goal of ending chronic homelessness by the end of 2015.
(read only)**

The two subrecipient agencies agreed to dedicate all CoC funded PSH beds for chronically homeless by 2015. The CoC recently voted to join the 100,000 Homes Campaign and the local Housing Authority agreed to provide 50 Housing Choice Vouchers for the most vulnerable, chronically homeless persons in our county. The County Board of Supervisors has directed County staff to issue a Request for Proposals (RFP) for supportive services to be provided to the 50 persons who will be receiving the vouchers. That RFP is expected to be published in February 2014. The vouchers are expected to be phased in over the next two years. The CoC is not yet certain whether those 50 persons will be assisted with any CoC funding, so we are not including them in the table, but they would nearly double the number of permanent, supportive housing beds available for our chronically homeless population. The CoC also received 15 HUD-VASH vouchers in December 2013 and we will be seeking to fill those vouchers over the next year. Lastly, the CoC plan to seek bonus CoC funding, if available in 2014, to create additional units.

**3B-1.2a. Of the strategies listed in the FY 2013/FY 2014 CoC Application represented in 3B-1.2, which of these strategies and actions were accomplished?
(limit 1000 characters)**

The subrecipient agencies dedicated all newly available beds to chronically homeless persons in December 2014. Regarding the Housing First program, the Request for Proposals was issued in 2014 and a contractor was selected. The County Board of Supervisors approved a contract with the nonprofit in August 2014 and the program, now called 50 Now, officially began in October 2014. To date, the program has housed 37 chronically homeless persons, along with four family members of those persons. Three additional persons were housed and then left to move to other permanent housing. Persons are prioritized for the program using the VI-SPDAT and length of time homeless. Regarding the HUD-VASH vouchers, the 2013 vouchers were leased up and 35 new vouchers were awarded in December 2014. Regarding CoC bonus funding, the CoC did seek it in 2014 but was not awarded funding. The CoC is again seeking bonus funding in the 2015 competition to provide additional permanent, supportive housing.

3B-1.3. Compare the total number of PSH beds (CoC Program and non-CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count, as compared to those identified on the 2014 Housing Inventory Count.

	2014	2015	Difference
Number of CoC Program and non-CoC Program funded PSH beds dedicated for use by chronically homelessness persons identified on the HIC.	69	45	-24

3B-1.3a. Explain the reason(s) for any increase, decrease or no change in the total number of PSH beds (CoC Program and non CoC Program funded) that were identified as dedicated for use by chronically homeless persons on the 2015 Housing Inventory Count compared to those identified on the 2014 Housing Inventory Count.
(limit 1000 characters)

The decline in the Housing Inventory Count does not reflect a decline in the actual number of permanent housing beds dedicated for use by chronically homeless persons but rather a change in the types of units included in the HIC. In 2014, HUD-VASH was included in the HIC. In 2015, HUD-VASH was not included in the HIC. The number of permanent supportive housing beds dedicated for use by chronically homeless persons has actually increased since 2015 due to the creation of the 50 Now program in 2014. At capacity, the program will house 50 chronically homeless households.

3B-1.4. Did the CoC adopt the orders of priority in all CoC Program-funded PSH as described in Notice CPD-14-012: Prioritizing Persons Experiencing Chronic Homelessness in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status ? No

3B-1.4a. If "Yes", attach the CoC's written standards that were updated to incorporate the order of priority in Notice CPD-14-012 and indicate the page(s) that contain the CoC's update.

3B-1.5. CoC Program funded Permanent Supportive Housing Project Beds prioritized for serving people experiencing chronic homelessness in FY2015 operating year.

Percentage of CoC Program funded PSH beds prioritized for chronic homelessness		FY2015 Project Application
Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness.		0
Based on all of the renewal project applications for PSH, enter the estimated number of CoC-funded PSH beds in projects being renewed in the FY 2015 CoC Program Competition that are not designated as dedicated beds for persons experiencing chronic homelessness that will be made available through turnover in the FY 2015 operating year.		0
Based on all of the renewal project applications for PSH, enter the estimated number of PSH beds made available through turnover that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.		1
This field estimates the percentage of turnover beds that will be prioritized beds for persons experiencing chronic homelessness in the FY 2015 operating year.		0.00%

3B-1.6. Is the CoC on track to meet the goal of ending chronic homelessness by 2017?   No

This question will not be scored.

3B-1.6a. If "Yes," what are the strategies implemented by the CoC to maximize current resources to meet this goal? If "No," what resources or technical assistance will be implemented by the CoC to reach the goal of ending chronically homeless by 2017? (limit 1000 characters)

The CoC will continue to seek bonus CoC funding for the purpose of adding permanent, supportive housing as the lack of affordable housing remains a significant barrier.   The CoC is also working to develop a proposed plan and timeline for adopting and implementing HUD's orders of priority for CoC-funded permanent supportive housing, which will help it to target limited CoC resources to persons with the greatest needs.   The CoC also received 35 additional HUD-VASH vouchers and it will work to housed chronically homeless veterans with those vouchers.

3B. Continuum of Care (CoC) Strategic Planning Objectives

Objective 2: Ending Homelessness Among Households with Children and Ending Youth Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors outlines the goal of ending family (Households with Children) and youth homelessness by 2020. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-2.1. What factors will the CoC use to prioritize households with children during the FY2015 Operating year? (Check all that apply).

Vulnerability to victimization:	
Number of previous homeless episodes:	
Unsheltered homelessness:	X
Criminal History:	
Bad credit or rental history (including not having been a leaseholder):	
Head of household has mental/physical disabilities:	
TANF Recipients	
N/A:	

3B-2.2. Describe the CoC's plan to rapidly rehouse every family that becomes homeless within 30 days of becoming homeless on the street or entering shelter.
(limit 1000 characters)

Homeless families who present to CoC Coordinated Entry points are referred to the Department of Social Services for screening for eligibility for CalWORKS and the CalWORKS Housing Support Program (HSP), a Rapid Rehousing program for homeless families who are CalWORKs participants. Eligibility for CalWORKs is broader than the federal TANF program and parents on disability may qualify, as well as parents who have timed out of TANF, provided the children are eligible for the state's child-only funding. CalWORKs eligibility assessment requires income, assets, and benefits tests, but does not include addictions disorders or mental illness, apart from determining whether disability benefits are being received.
Homeless families who are not eligible for CalWORKs are referred to ESG-RRH or CoC programs for which they may qualify. Families who do not qualify for assistance under any housing programs are referred to the SAFE program, which helps connect families to services.

3B-2.3. Compare the number of RRH units available to serve families from the 2014 and 2015 HIC.

	2014	2015	Difference
RRH units available to serve families in the HIC:	25	6	-19

3B-2.4. How does the CoC ensure that emergency shelters, transitional housing, and permanent housing (PSH and RRH) providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, or gender when entering shelter or housing? (check all strategies that apply)

CoC policies and procedures prohibit involuntary family separation:	
There is a method for clients to alert CoC when involuntarily separated:	X
CoC holds trainings on preventing involuntary family separation, at least once a year:	
None:	

3B-2.5. Compare the total number of homeless households with children in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

PIT Count of Homelessness Among Households With Children

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: **Total PIT Count of sheltered and unsheltered homeless households with children:**	199	112	-87
Sheltered Count of homeless households with children:	30	90	60
Unsheltered Count of homeless households with children:	169	22	-147

3B-2.5a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless households with children in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count. (limit 1000 characters)

The County recently began a Rapid Rehousing program for homeless families in October 2014. Also, new Supportive Services for Veteran Families programs began at the end of 2015 and a new Rapid Rehousing program for homeless individuals and families began in January 2015 in the south region of the CoC. The Housing Authority also opened up the Housing Choice Voucher waiting list in 2014 for the first time in several years.

3B-2.6. Does the CoC have strategies to address the unique needs of unaccompanied homeless youth (under age 18, and ages 18-24), including the following:

Human trafficking and other forms of exploitation?	Yes
LGBTQ youth homelessness?	No
Exits from foster care into homelessness?	Yes
Family reunification and community engagement?	Yes
Positive Youth Development, Trauma Informed Care, and the use of Risk and Protective Factors in assessing youth housing and service needs?	No
Unaccompanied minors/youth below the age of 18?	Yes

3B-2.6a. Select all strategies that the CoC uses to address homeless youth trafficking and other forms of exploitation.

Diversion from institutions and decriminalization of youth actions that stem from being trafficked:	X
Increase housing and service options for youth fleeing or attempting to flee trafficking:	X
Specific sampling methodology for enumerating and characterizing local youth trafficking:	X
Cross systems strategies to quickly identify and prevent occurrences of youth trafficking:	X
Community awareness training concerning youth trafficking:	X
N/A:	

3B-2.7. What factors will the CoC use to prioritize unaccompanied youth (under age 18, and ages 18-24) for housing and services during the FY2015 operating year? (Check all that apply)

Vulnerability to victimization:	
Length of time homeless:	
Unsheltered homelessness:	
Lack of access to family and community support networks:	
Youth aging out of foster care	X
N/A:	

3B-2.8. Using HMIS, compare all unaccompanied youth (under age 18, and ages 18-24) served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2013 (October 1, 2012 - September 30, 2013) and FY 2014 (October 1, 2013 - September 30, 2014).

	FY 2013 (October 1, 2012 - September 30, 2013)	FY 2014 (October 1, 2013 - September 30, 2104)	Difference
Total number of unaccompanied youth served in HMIS contributing programs who were in an unsheltered situation prior to entry:	35	39	4

3B-2.8a. If the number of unaccompanied youth and children, and youth-headed households with children served in any HMIS contributing program who were in an unsheltered situation prior to entry in FY 2014 is lower than FY 2013, explain why.
(limit 1000 characters)

N/A

3B-2.9. Compare funding for youth homelessness in the CoC's geographic area in CY 2015 to projected funding for CY 2016.

	Calendar Year 2015	Calendar Year 2016	Difference
Overall funding for youth homelessness dedicated projects (CoC Program and non-CoC Program funded):	$0.00	$0.00	$0.00
CoC Program funding for youth homelessness dedicated projects:	$0.00	$0.00	$0.00
Non-CoC funding for youth homelessness dedicated projects (e.g. RHY or other Federal, State and Local funding):	$0.00	$0.00	$0.00

3B-2.10. To what extent have youth housing and service providers and/or State or Local educational representatives, and CoC representatives participated in each other's meetings over the past 12 months?

Cross-Participation in Meetings	# Times
CoC meetings or planning events attended by LEA or SEA representatives:	7
LEA or SEA meetings or planning events (e.g. those about child welfare, juvenille justice or out of school time) attended by CoC representatives:	3
CoC meetings or planning events attended by youth housing and service providers (e.g. RHY providers):	3

3B-2.10a. Given the responses in 3B-2.10, describe in detail how the CoC collaborates with the McKinney-Vento local eduction liaisons and State educational coordinators.
(limit 1000 characters)

The LEA has a representative who sits as a voting member on the CoC oversight body. Additionally, the LEA holds quarterly meetings with homeless education liaisons from each school district and CoC staff attend those meetings. The LEA also coordinates with CoC subrecipients to connect homeless families to available educational resources, such as tutoring, and ensure those families are aware of their McKinney-Vento educational rights. The LEA representative on the CoC assisted the CoC in the planning for the 2015 Youth PIT Count and assisted with recruiting homeless youth to participate in the planning and implementation of the count. The LEA representative also chaired an Ad Hoc Committee for the CoC that surveyed homeless youth about their needs and reported to the CoC on the findings. A CoC board member and ESG subrecipient agency is also one of the largest Head Start agencies within the CoC and makes referrals between Head Start, ESG, and RRH programs.

3B-2.11. How does the CoC make sure that homeless participants are informed of their eligibility for and receive access to educational services? Include the policies and procedures that homeless service providers (CoC and ESG Programs) are required to follow. In addition, include how the CoC, together with its youth and educational partners (e.g. RHY, schools, juvenilee justice and children welfare agencies), identifies participants who are eligible for CoC or ESG programs. (limit 2000 characters)

During the coordinated intake process, families are asked if school-aged children are attending schools. The LEA also works with the CoC and ESG subrecipients to distribute information to homeless participants about their educational rights and to connect homeless families with educational services for which they qualify. Although this process has already been occurring in practice, the CoC also voted in November 2015 to amend the Policies and Procedures manual to codify these activities. The CoC ensures providers are complying with the requirements of the Act by surveying providers annually. The CoC works with schools, Head Start programs, local law enforcement, local public health agencies, the Department of Social Services (which administers TANF and SNAP benefits as well as child welfare programs), and other child welfare agencies to identify participants who are eligible for CoC, ESG, or non-ESG funded Rapid Rehousing programs for homeless families. CoC staff attend regular meetings with homeless education liaisons from local school districts to provide information about CoC, ESG, and other homeless assistance programs within the CoC. The LEA also distributes handouts to the homeless education liaisons at least annually with listings of ESG and other emergency programs, including contact information, location, and hours of operation or times and days when intake is conducted or services offered.

3B. Continuum of Care (CoC) Performance and Strategic Planning Objectives

Objective 3: Ending Veterans Homelessness

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

Opening Doors outlines the goal of ending Veteran homelessness by the end of 2015. The following questions focus on the various strategies that will aid communities in meeting this goal.

3B-3.1. Compare the total number of homeless Veterans in the CoC as reported by the CoC for the 2015 PIT count compared to 2014 (or 2013 if an unsheltered count was not conducted in 2014).

	2014 (for unsheltered count, most recent year conducted)	2015	Difference
Universe: Total PIT count of sheltered and unsheltered homeless veterans:	260	130	-130
Sheltered count of homeless veterans:	24	17	-7
Unsheltered count of homeless veterans:	236	113	-123

3B-3.1a. Explain the reason(s) for any increase, decrease or no change in the total number of homeless veterans in the CoC as reported in the 2015 PIT count compared to the 2014 PIT count.
(limit 1000 characters)

Between January 1, 2013 and January 31, 2015, a total of 70 homeless veterans were housed by the HUD-VASH program in the CoC. Additionally, two new Supportive Services for Veteran Families programs began in 2014.

3B-3.2. How is the CoC ensuring that Veterans that are eligible for VA services are identified, assessed and referred to appropriate resources, i.e. HUD-VASH and SSVF?
(limit 1000 characters)

As part of the Coordinated Intake process, participants are asked by ESG and CoC-funded agencies about any prior military service. Persons reporting prior military service are referred to the SSVF program for screening for eligibility for VA assistance. SSVF providers work with the VA to determine VA eligibility. SSVF outreach workers partner with local law enforcement, emergency services agencies, social services agencies, and others to identify unsheltered homeless veterans and go out to street locations to engage such veterans and connect them to services. Chronically homeless persons who participated in the most recent VI-SPDAT survey for the County-funded Housing First program were asked about military service and if they reported prior military service, were asked for permission to refer them to local SSVF and HUD-VASH programs. Families entering the state funded CalWORKs RRH program in the CoC are also asked about military service and referred to SSVF or HUD-VASH.

3B-3.3. For Veterans who are not eligible for homeless assistance through the U.S Department of Veterans Affairs Programs, how is the CoC prioritizing CoC Program-funded resources to serve this population? (limit 1000 characters)

Veterans who do not meet eligibility criteria for VA program are referred to CoC-funded and non CoC-funded homeless service agencies for assistance. Additionally, they are referred to the County's Veterans Services Office for assistance with advocacy for VA benefits for which they may qualify. To the extent that their discharge status may have been incorrect, the Veterans Services Office may assist with appeals, which may in turn result in the veterans being determined eligible for VA resources should the appeal be successful.

The CoC does not currently prioritize veterans ineligible for VA services for turnover beds.

3B-3.4. Compare the total number of homeless Veterans in the CoC AND the total number of unsheltered homeless Veterans in the CoC, as reported by the CoC for the 2015 PIT Count compared to the 2010 PIT Count (or 2009 if an unsheltered count was not conducted in 2010).

	2010 (or 2009 if an unsheltered count was not conducted in 2010)	2015	% Difference
Total PIT count of sheltered and unsheltered homeless veterans:	271	130	-52.03%
Unsheltered count of homeless veterans:	211	113	-46.45%

3B-3.5. Indicate from the dropdown whether you are on target to end Veteran homelessness by the end of 2015.   No

This question will not be scored.

3B-3.5a. If "Yes," what are the strategies being used to maximize your current resources to meet this goal? If "No," what resources or technical assistance would help you reach the goal of ending Veteran homelessness by the end of 2015? (limit 1000 characters)

The CoC has requested and is receiving Technical Assistance from HUD to develop a master list of homeless veterans that can be used to prioritize engagement and housing efforts. Also, assistance with finding VA placements for veterans whose medical conditions require high levels of care would be useful.

4A. Accessing Mainstream Benefits

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

4A-1. Does the CoC systematically provide information to provider staff about mainstream benefits, including up-to-date resources on eligibility and mainstream program changes that can affect homeless clients? Yes

4A-2. Based on the CoC's FY 2015 new and renewal project applications, what percentage of projects have demonstrated that the project is assisting project participants to obtain mainstream benefits, which includes all of the following within each project: transportation assistance, use of a single application, annual follow-ups with participants, and SOAR-trained staff technical assistance to obtain SSI/SSDI?

FY 2015 Assistance with Mainstream Benefits

Total number of project applications in the FY 2015 competition (new and renewal):	7
Total number of renewal and new project applications that demonstrate assistance to project participants to obtain mainstream benefits (i.e. In a Renewal Project Application, "Yes" is selected for Questions 3a, 3b, 3c, 4, and 4a on Screen 4A. In a New Project Application, "Yes" is selected for Questions 5a, 5b, 5c, 6, and 6a on Screen 4A).	6
Percentage of renewal and new project applications in the FY 2015 competition that have demonstrated assistance to project participants to obtain mainstream benefits:	86%

4A-3. List the healthcare organizations you are collaborating with to facilitate health insurance enrollment (e.g. Medicaid, Affordable Care Act options) for program participants. For each healthcare partner, detail the specific outcomes resulting from the partnership in the establishment of benefits for program participants.
(limit 1000 characters)

The County Department of Health (Health Agency) and the local Community Health Centers of the Central Coast (CHC) are conducting outreach to uninsured homeless patients. The Department of Social Services (DSS) is sending enrollment staff to the Health Agency clinic. CHC and the Community Action Partnership of San Luis Obispo (CAPSLO) have Certified Enrollment Counselors (CEC) who assist homeless clients to apply for Medicaid or other health insurance. Transitions Mental Health Association (TMHA), the El Camino Homeless Organization (ECHO), the Community LINK, and CAPSLO staff are responsible for identifying clients who might be eligible for health insurance and providing referrals to DSS or to CECs.

4A-4. What are the primary ways that the CoC ensures that program participants with health insurance are able to effectively utilize the healthcare benefits available?

Educational materials:	X
In-Person Trainings:	X
Transportation to medical appointments:	X
Not Applicable or None:	

4B. Additional Policies

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

4B-1. Based on the CoC's FY 2015 new and renewal project applications, what percentage of Permanent Housing (PSH and RRH), Transitional Housing (TH) and SSO (non-Coordinated Entry) projects in the CoC are low barrier? Meaning that they do not screen out potential participants based on those clients possessing a) too little or little income, b) active or history of substance use, c) criminal record, with exceptions for state-mandated restrictions, and d) history of domestic violence.

FY 2015 Low Barrier Designation

Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO project applications in the FY 2015 competition (new and renewal):	6
Total number of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications that selected "low barrier" in the FY 2015 competition:	5
Percentage of PH (PSH and RRH), TH and non-Coordinated Entry SSO renewal and new project applications in the FY 2015 competition that will be designated as "low barrier":	83%

4B-2. What percentage of CoC Program-funded Permanent Supportive Housing (PSH), RRH, SSO (non-Coordinated Entry) and Transitional Housing (TH) FY 2015 Projects have adopted a Housing First approach, meaning that the project quickly houses clients without preconditions or service participation requirements?

FY 2015 Projects Housing First Designation

Total number of PSH, RRH, non-Coordinated Entry SSO, and TH project applications in the FY 2015 competition (new and renewal):	6
Total number of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications that selected Housing First in the FY 2015 competition:	6
Percentage of PSH, RRH, non-Coordinated Entry SSO, and TH renewal and new project applications in the FY 2015 competition that will be designated as Housing First:	100%

4B-3. What has the CoC done to ensure awareness of and access to housing and supportive services within the CoC's geographic area to persons that could benefit from CoC-funded programs but are not currently participating in a CoC funded program? In particular, how does the CoC reach out to for persons that are least likely to request housing or services in the absence of special outreach?

Direct outreach and marketing:	X
Use of phone or internet-based services like 211:	X
Marketing in languages commonly spoken in the community:	X
Making physical and virtual locations accessible to those with disabilities:	X
Not applicable:	

4B-4. Compare the number of RRH units available to serve any population from the 2014 and 2015 HIC.

		2014	2015	Difference
RRH units available to serve any population in the HIC:		28	35	7

4B-5. Are any new proposed project applications requesting $200,000 or more in funding for housing rehabilitation or new construction? No

4B-6. If "Yes" in Questions 4B-5, then describe the activities that the project(s) will undertake to ensure that employment, training and other economic opportunities are directed to low or very low income persons to comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) and HUD's implementing rules at 24 CFR part 135?
 (limit 1000 characters)

4B-7. Is the CoC requesting to designate one or more of its SSO or TH projects to serve families with children and youth defined as homeless under other Federal statutes? No

4B-7a. If "Yes" in Question 4B-7, describe how the use of grant funds to serve such persons is of equal or greater priority than serving persons defined as homeless in accordance with 24 CFR 578.89. Description must include whether or not this is listed as a priority in the Consolidated Plan(s) and its CoC strategic plan goals. CoCs must attach the list of projects that would be serving this population (up to 10 percent of CoC total award) and the applicable portions of the Consolidated Plan. (limit 2500 characters)

4B-8. Has the project been affected by a major disaster, as declared by President Obama under Title IV of the Robert T. Stafford Act in the 12 months prior to the opening of the FY 2015 CoC Program Competition? No

4B-8a. If "Yes" in Question 4B-8, describe the impact of the natural disaster on specific projects in the CoC and how this affected the CoC's ability to address homelessness and provide the necessary reporting to HUD. (limit 1500 characters)

4B-9. Did the CoC or any of its CoC program recipients/subrecipients request technical assistance from HUD in the past two years (since the submission of the FY 2012 application)? This response does not affect the scoring of this application. Yes

4B-9a. If "Yes" to Question 4B-9, check the box(es) for which technical assistance was requested.

This response does not affect the scoring of this application.

CoC Governance:	X
CoC Systems Performance Measurement:	
Coordinated Entry:	
Data reporting and data analysis:	
HMIS:	
Homeless subpopulations targeted by Opening Doors: veterans, chronic, children and families, and unaccompanied youth:	X
Maximizing the use of mainstream resources:	X
Retooling transitional housing:	
Rapid re-housing:	
Under-performing program recipient, subrecipient or project:	X
Not applicable:	

4B-9b. If TA was received, indicate the type(s) of TA received, using the categories listed in 4B-9a, the month and year it was received and then indicate the value of the TA to the CoC/recipient/subrecipient involved given the local conditions at the time, with 5 being the highest value and a 1 indicating no value.

This response does not affect the scoring of this application.

Type of Technical Assistance Received	Date Received	Rate the Value of the Technical Assistance

4C. Attachments

Instructions:

For guidance on completing this form, please reference the FY 2015 CoC Application Detailed Instructions, the CoC Application Instructional Guides and the FY 2015 CoC Program NOFA. Please submit technical questions to the HUDExchange Ask A Question.

For required attachments related to rejected projects, if the CoC did not reject any projects then attach a document that says "Does Not Apply".

Document Type	Required?	Document Description	Date Attached
01. 2015 CoC Consolidated Application: Evidence of the CoC's Communication to Rejected Projects	Yes	Communication to ...	11/18/2015
02. 2015 CoC Consolidated Application: Public Posting Evidence	Yes	CoC Consolidated ...	11/18/2015
03. CoC Rating and Review Procedure	Yes	CoC Rating and Re...	11/19/2015
04. CoC's Rating and Review Procedure: Public Posting Evidence	Yes	Rating and Review...	11/18/2015
05. CoCs Process for Reallocating	Yes	CoC Process for R...	11/18/2015
06. CoC's Governance Charter	Yes	CoC Polices and P...	11/18/2015
07. HMIS Policy and Procedures Manual	Yes	HMIS Policies and...	11/18/2015
08. Applicable Sections of Con Plan to Serving Persons Defined as Homeless Under Other Fed Statutes	No		
09. PHA Administration Plan (Applicable Section(s) Only)	Yes	PHA Administratio...	11/19/2015
10. CoC-HMIS MOU (if referenced in the CoC's Goverance Charter)	No		
11. CoC Written Standards for Order of Priority	No		
12. Project List to Serve Persons Defined as Homeless under Other Federal Statutes	No		
13. Other	No		
14. Other	No		
15. Other	No		

Attachment Details

Document Description: Communication to Rejected Applicants

Attachment Details

Document Description: CoC Consolidated Application Posting Evidence

Attachment Details

Document Description: CoC Rating and Review Procedure

Attachment Details

Document Description: Rating and Review Procedure-Public Posting Evidence

Attachment Details

Document Description: CoC Process for Reallocating

Attachment Details

Document Description: CoC Polices and Procedures

Attachment Details

Document Description: HMIS Policies and Procedures

Attachment Details

Document Description:

Attachment Details

Document Description: PHA Administration Plan

Attachment Details

Document Description:

Attachment Details

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Submission Summary

Page	Last Updated
1A. Identification	11/13/2015
1B. CoC Engagement	11/17/2015
1C. Coordination	11/17/2015
1D. CoC Discharge Planning	11/17/2015
1E. Coordinated Assessment	11/17/2015
1F. Project Review	11/17/2015
1G. Addressing Project Capacity	11/13/2015
2A. HMIS Implementation	11/17/2015
2B. HMIS Funding Sources	11/17/2015
2C. HMIS Beds	11/17/2015
2D. HMIS Data Quality	11/13/2015
2E. Sheltered PIT	11/17/2015
2F. Sheltered Data - Methods	11/17/2015
2G. Sheltered Data - Quality	11/17/2015
2H. Unsheltered PIT	11/17/2015
2I. Unsheltered Data - Methods	11/17/2015
2J. Unsheltered Data - Quality	11/17/2015
3A. System Performance	11/18/2015
3B. Objective 1	11/18/2015
3B. Objective 2	11/18/2015
3B. Objective 3	11/18/2015
4A. Benefits	11/17/2015
4B. Additional Policies	11/18/2015
4C. Attachments	11/19/2015
Submission Summary	No Input Required

FY2015 CoC Consolidated Application Memorandum

RE: Evidence of CoC's Communication to Rejected Projects

On September 28, 2015, the CoC Lead Agency (County of San Luis Obispo), released the RFP and application. The applicants (potential sub-recipients) submit to the Lead Agency project applications to the County by the local deadline of October 16. The County then uploads accepted projects to e-snaps and certifies them.

Four projects applied for the Permanent Supportive Housing Bonus; one was selected to move forward. The other three applicants were notified through email and regular mail regarding their application status, and also an opportunity to appeal as a Solo Applicant.

Enclosed are the Communications to Applicants of Rejected Projects.

Jason Reed, Deputy Director
Women's Shelter Program of San Luis Obispo County
51 Zaca Lane, Suite 150
San Luis Obispo, CA 93401

5 November 2015

SUBJECT: FY2015 Continuum of Care Permanent Supportive Housing Bonus

Dear Mr. Reed,

Thank you for applying to the FY2015 Continuum of Care Program: Permanent Supportive Housing Bonus. Due to the number of quality applications received and the competitive nature of the Continuum of Care Program, the Domestic Violence Permanent Supportive Housing Program was not selected to move forward in the national competition.

On October 28, 2015 the Homeless Services Oversight Council ad hoc grant review committee convened to review, discuss and rank the project applications. All submitted Permanent Supportive Housing Bonus projects met project eligibility and project quality threshold and moved forward for objective criteria scoring. The objective rating criteria was based on HUD's Notice of Availability Funding priorities and point allocations; the highest scoring application was chosen for endorsement by HSOC.

If you believe that your organization was denied the right to participate in the CoC planning process in a reasonable manner, your organization may choose to appeal the local decision through a Project Appeal application as a Solo Applicant in HUD's *e-snaps.*

The County is appreciative of the services provided by WSP and encourages your organization to apply for grant funding on an available basis in the upcoming grant cycles.

If you have any questions or concerns, please contact me at 805-781-4099 or iyeung@co.slo.ca.us.

Sincerely,

Ivana Yeung, AICP
Planner II

Judie Najarian, Board of Directors
Sunny Acres Inc.
10660 Los Osos Valley Road
San Luis Obispo, CA 93405

5 November 2015

SUBJECT: FY2015 Continuum of Care Permanent Supportive Housing Bonus

Dear Ms. Najarian,

Thank you for applying to the FY2015 Continuum of Care Program: Permanent Supportive Housing Bonus. Due to the number of quality applications received and the competitive nature of the Continuum of Care Program, the Sunny Acres Housing Program was not selected to move forward in the national competition.

On October 28, 2015 the Homeless Services Oversight Council ad hoc grant review committee convened to review, discuss and rank the project applications. All submitted Permanent Supportive Housing Bonus projects met project eligibility and project quality threshold and moved forward for objective criteria scoring. The objective rating criteria was based on HUD's Notice of Availability Funding priorities and point allocations; the highest scoring application was chosen for endorsement by HSOC.

If you believe that your organization was denied the right to participate in the CoC planning process in a reasonable manner, your organization may choose to appeal the local decision through a Project Appeal application as a Solo Applicant in HUD's *e-snaps*.

The County is appreciative of the services provided by SLOHC and Sunny Acres and encourages your organizations to apply for grant funding on an available basis in the upcoming grant cycles.

If you have any questions or concerns, please contact me at 805-781-4099 or iyeung@co.slo.ca.us.

Sincerely,

Ivana Yeung, AICP
Planner II

Dee Torres, Director
SLO Housing Connection
10660 Los Osos Valley Road
San Luis Obispo, CA 93405

5 November 2015

SUBJECT: FY2015 Continuum of Care Permanent Supportive Housing Bonus

Dear Ms. Torres,

Thank you for applying to the FY2015 Continuum of Care Program: Permanent Supportive Housing Bonus. Due to the number of quality applications received and the competitive nature of the Continuum of Care Program, the Sunny Acres Housing Program was not selected to move forward in the national competition.

On October 28, 2015 the Homeless Services Oversight Council ad hoc grant review committee convened to review, discuss and rank the project applications. All submitted Permanent Supportive Housing Bonus projects met project eligibility and project quality threshold and moved forward for objective criteria scoring. The objective rating criteria was based on HUD's Notice of Availability Funding priorities and point allocations; the highest scoring application was chosen for endorsement by HSOC.

If you believe that your organization was denied the right to participate in the CoC planning process in a reasonable manner, your organization may choose to appeal the local decision through a Project Appeal application as a Solo Applicant in HUD's *e-snaps*.

The County is appreciative of the services provided by SLOHC and Sunny Acres and encourages your organizations to apply for grant funding on an available basis in the upcoming grant cycles.

If you have any questions or concerns, please contact me at 805-781-4099 or iyeung@co.slo.ca.us.

Sincerely,

Ivana Yeung, AICP
Planner II

Bobbie Boyer, CFO
Family Care Network, Inc.
1255 Kendall Road
San Luis Obispo, CA 93401

5 November 2015

SUBJECT: FY2015 Continuum of Care Permanent Supportive Housing Bonus

Dear Ms. Boyer,

Thank you for applying to the FY2015 Continuum of Care Program: Permanent Supportive Housing Bonus. Due to the number of quality applications received and the competitive nature of the Continuum of Care Program, the Family Care Network Housing Support Program was not selected to move forward in the national competition.

On October 28, 2015 the Homeless Services Oversight Council ad hoc grant review committee convened to review, discuss and rank the project applications. All submitted Permanent Supportive Housing Bonus projects met project eligibility and project quality threshold and moved forward for objective criteria scoring. The objective rating criteria was based on HUD's Notice of Availability Funding priorities and point allocations; the highest scoring application was chosen for endorsement by HSOC.

If you believe that your organization was denied the right to participate in the CoC planning process in a reasonable manner, your organization may choose to appeal the local decision through a Project Appeal application as a Solo Applicant in HUD's *e-snaps.*

The County is appreciative of the services provided by FCNI and encourages your organization to apply for grant funding on an available basis in the upcoming grant cycles.

If you have any questions or concerns, please contact me at 805-781-4099 or iyeung@co.slo.ca.us.

Sincerely,

Ivana Yeung, AICP
Planner II

San Luis Obispo County
CALIFORNIA

Wednesday, November 18, 2015

> County Home Page > Planning and Building

Planning and Building

Planning & Building

James A. Bergman
Director

Bill Robeson
Deputy Director, Permitting

Trevor Keith
Deputy Director, Policies and Programs

- Building Division
- Forms & Documents
- Land Planning
- Permits
- PermitView
- Site Map
- Water-Related Amendments
- Zoning & Maps

Meeting Agendas

Airport Land Use Commission - Nov 16, 2015

Planning Department Hearing - Nov 13, 2015

Planning Commission - Nov 12, 2015

Planning Department Hearing - Nov 20, 2015

Subdivision Review Board - Nov 02, 2015

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News and Announcements

- Draft Fair Housing Plan
- Continuum of Care Grant Program Funds - 2015 Consolidated Application and 2015 CoC Priority Ranking Now Available for Viewing!
- Press Release for details regarding the Board of Supervisors public hearing process for consideration of the Proposed Countywide Water Conservation Program.
- Status Update for the Phillips 66 Rail Spur Project July 1, 2015
- The Public Review Draft of the Los Osos Community Plan is now available
- 2015-2016 Fee Schedule (effective 7/1/15)
- New Stormwater Requirements 2014
- Concerned about the drought? Greywater update.

PermitView

PERMITVIEW

Use PermitView to explore property information, look-up permit information, pay fees, and schedule building inspections. You can also make customized maps and use maps for researching parcel information.

What is PermitView? ▶

PermitView Guide ▶

Enter a street number and name, a parcel number or a Case/Permit number:

[   ] [Search]

Permits

Types of Permits, Permitting Process, Inspections, Permit Status, Fees, and Codes.

Land Planning

Land Use, Land Division, Long Range Planning, Ordinances, Environmental Review

Zoning and Maps

Interactive GIS Maps, Online Zoning Lookup, Land Use Maps, Map Image Download Center, GIS Data Download

Plans and Programs

- Complete Communities Research Survey
- Camp Roberts Joint Land Use Study
- Energy Programs and Information

Environmental Impact Reports

- Environmental Notices(Impact Reports)
- Land Application of Biosolids Ordinance
- Avila Point (Avila Tank Farm)

Continuum of Care Grants

The Continuum of Care (CoC) in San Luis Obispo County consists of a variety of agencies and services that assist homeless clients in the County. The CoC grant from HUD provides over $1 million in assistance (both housing and services) to homeless individuals and families. On July 31, 2012, HUD released new regulations for the CoC program, and the regulations took effect on August 30, 2012. The CoC regulations can be found in Title 24 of the Code of Federal Regulations, Part 578 at www.hudexchange.info/title578.

On September 17, 2015 HUD released the FY 2015 Notice of Funding Availability for the FY 2015 CoC Program Application Competition. The Notice can be found at: https://www.hudexchange.info/resource/4688/fy-2015-coc-program-nofa/.

Request for Proposals – Released September 28, 2015

Application Milestones

RFP and Application Available: 28 Sept 2015
RFP Published to Tribune: 1 Oct 2015
Rating Criteria Available: 2 Oct 2015
Informational Meeting at SLO County Library: 1:30 pm, 7 Oct 2015
Subrecipient (non-profit) Application Deadline: 5:00pm, 16 Oct 2015
Scoring Committee and Ranking Session: 28 October, 2015
Opportunity to Appeal: 5 November, 2015
Homeless Services Oversight Council Final Recommendation: 13 November, 2015
    On November 13, 2015 a special HSOC Continuum of Care voting meeting was held to approve the CoC Project Ranking Recommendation. The meeting achieved a quorum and the motion passed with a unanimous vote. Final Recommendation (click here).
Board of Supervisors Hearing-Consent Item to Submit CoC Application: 17 Nov 2015
    Board of Supervisors Consent Item
    2015 Consolidated Application and 2015 CoC Priority Ranking
County CoC Application Bonus – One day early submission to HUD: 4:59 pm, 19 Nov 2015
Consolidated County CoC Application due to HUD – Final Deadline: 5:00pm, 20 Nov 2015

Applications

(Application available in Word Document format upon request from lyeung@co.slo.ca.us)

Permanent Housing Bonus

G3™ e.Form...   G:\Long Ra...   SLO County ...   Mail - Sent ...   Document1...
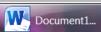
3:56 PM
11/18/2015

Rating Criteria for FY 2015 Applications

Local CoC administrators will rank submitted projects and place them into two Tiers in accordance to their adherence to HUD's Homeless Policy and Program Priorities (NOFA Section II.A). Briefly, they are:

- Strategic Resource Allocation based on performance evaluation and data of all resources
- Ending Chronic Homelessness
- Ending Family Homelessness
- Ending Youth Homelessness
- Ending Veteran Homelessness
- Using a Housing First Approach - While this approach is not appropriate for certain kinds of permanent/transitional housing projects, Housing First approaches are encouraged across all types of projects.

The following documents provide additional information:

- Tier Funding Guidance – for San Luis Obispo CoC

Project Scoring Sheets are available for viewing and are based on NOFA requirements, specific to project. The Scoring Committee will use the sheet to help guide the ranking process, in accordance to the Homeless Policy and Priorities.

- Permanent Housing Bonus-Scoring Sheet
- Permanent Supportive Housing/Transitional Housing Renewal-Scoring Sheet
- Supportive Services Only Renewal-Scoring Sheet

Tier Funding Process	CoC's Annual Renewal Demand	Annual Renewal Demand	$1,061,562
	Grant Inventory Worksheet	Published by HUD - GIW	

Tier 1	Tier 2	Permanent Housing Bonus	Projects that Straddle
CoC's ARD, less 15% (or 85% or ARD)	Difference between Tier 1 and CoCs ARD plus amount available for CoC Permanent Housing Bonus	15% of Final Pro Rata Need (higher of the CoC's annual renewal demand)	Tier 1, up to the amount of funding that falls within Tier 1 amount
Selected by CoC score	HUD will award a point value to Tier 2 projects using a 100 point scale: a. 60 Points for Application Score, directly proportionate to CoC Application Score b.20 for CoC Ranking c. 10 maximum for type of project d. 10 for Commitment to Policy Priorities		Tier 2, may be funded based on Tier 2 selection process
$902,328	$318,469	$159,234	If Tier 2 portion of project is not funded, project may be conditionally selected at the reduced amount.

2015 SLO County CoC Application Rating Criteria - SSO and Transitional Housing Projects (10/2/15)

Project Name: _____   **HSOC Subcomm Rec**

Time Period of Last APR: 13/14

Number of Clients Served in Last APR: _____   Number of Clients that Left: _____

Project Eligibility Threshold	Yes	No
THRESHOLD REVIEW		
The population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants.		
The project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.		
The applicants must administer their programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.		
The project's performance met the plans and goals established in the initial application as amended		
The project's applicant demonstrated all timeliness standards for grants renewed		
The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success		
History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.		
Performance	**Points Available**	**Points Allocated**
Reducing Barriers to Housing		
Low barrier project; project allowing entry to program participants that include low or no income, current or past substance use, criminal records - with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Demonstrate that at least 75% of the project application commit to operating as low barrier. Any project that indicates low barrier and is reviewed, approved, and ranked by the CoC and is awarded FY 2015 CoC Program funds will be required to operate as a low barrier project.	6	
Housing First for Permanent Housing		
Demonstrate that at least 75% of the permanent housing and transitional housing projects commit to use of the Housing First model described in section III.A.3.e. of the NOFA. Any project application indicating a Housing First approach and is reviewed, approved, and ranked by the CoC that is awarded FY 2015 CoC Program funds will be required to operate as a Housing First project.	6	
Mainstream Benefits		
Demonstrate that applicant is systematically keeping program staff up-to-date regarding mainstream resources available for homeless program participants, collaboration with healthcare organizations to assist homeless program participants to enroll in health insurance, and assistance with the effective utilization of available healthcare benefits.	2	

Successful Permanent Housing Placement or Retention		
At least 80% of CoC Program participants either remained in permanent housing, or exited to permanent housing for at least 12 months.	8	
Jobs and Income Growth		
Success in increased program income from employmenet and non-employment sources.	5	
Ending Chronic Homelessness		
Chronically Homeless individuals and families will be prioritized in permanent supportive housing that is not dedicated for chronically homeless individuals and families. At least 85% of CoC program funded permanent supportive housing beds that become available through turnover must be prioritized for chronically homeless individuals and families.	3	
Increase or maintain total number of PSH beds that were identified as dedicated for use by chronically homeless individuals and families in the 2015 HIC, as compared to those identified in the 2014 HIC	2	
Ending Homelessness Among Households with Children		
Prioritize households with children based on need, including factors such as: vulnerability to victimization, number of previous homeless episodes, unsheltered homeless, criminal history, bad credit or rental history	3	
Permanent Supportive Housing project does not deny admission to or separate family members when they enter shelter or housing	2	
Ending Youth Homelessness		
Demonstrate an increase, as recorded in the HMIS data field "residence prior to entry" from October 1, 2013 through September 30, 2014, in the number of unaccompanied homeless youth (up to age 24) served who were residing on the streets or in places not meant for human habitation prior to entering a homeless project.	5	
Ending Veteran Homelessness		
Demonstrates that resources serve veterans who are not eligible for homeless assistance through the U.S. Department of Veterans Affairs Programs.	2	
Subtotal	44	0
Leveraging	**Points Available**	**Points Allocated**
Demonstrates the extent to which the amount of assistance to be provided to the Subrecipient will be supplemented with resources from other public/private sources, including mainstream programs. CoCs that have 100% participation in leveraging from all project applications (including only those projects with commitment letter(s) on file dated within 60 days of the CoC application deadline) and that have at a minimum 150% leveraging will receive the maximum points.	1	
Subtotal	1	0
HMIS	**Points Available**	**Points Allocated**
Data Quality		
Have below 10% null or missing values and 10% of refused or unknown records as recorded in the HMIS.	4	
Subtotal	4	**0**

County Criteria	Points Available	Points Allocated
Capacity of the organization to implement the project (adequate staffing, experience preparing grant applications and implementing projects involving federal regulations).	2	
Subtotal	2	0
TOTAL POINTS	51	

2015 SLO County CoC Application Rating Criteria - Permanent Supportive Housing Projects (10/2/15)

Project Name: _____   **HSOC Subcomm Rec**

Time Period of Last APR: 13/14

Number of Clients Served in Last APR: _____   Number of Clients that Left: _____

Project Eligibility Threshold	Yes	No
THRESHOLD REVIEW		
The population to be served meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants. This includes the following additional eligibility criteria for certain types of projects: *The only persons who may be served by any non-dedicated permanent supportive housing beds are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing and (i) Homeless individuals and homeless households with children coming from transitional housing must have originally come from the streets or emergency shelters, (ii) Homeless individuals and homeless households with children with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing. As participants leave currently operating projects, participants who meet this eligibility standard must replace them, (iii) Persons exiting institutions where they resided for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution are also eligible for PSH.*		
The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless persons as defined in 24 CFR 578.3. Persons in transitional housing are not considered to be chronically homeless even if they met the criteria prior to entering the transitional housing program.		
Renewal projects originally funded under the Samaritan Housing Initiative continue to exclusively serve the chronically homeless, unless there are no chronically homeless within the CoC geographic area. CoCs should not hold units vacant, but instead prioritize other vulnerable and eligible households.		
Renewal projects originally funded under the Permanent Supportive Housing Bonus in previous years continue to serve the homeless population in accordance with the respective NOFA under which it was originally awarded.		
The project is cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity.		
The applicants administers their programs or activities in the most integrated setting appropriate to the needs of qualified homeless with disabilities. This means that programs or activities must be offered in a setting that enables the homeless with disabilities to interact with others without disabilities to the fullest extent possible.		
The project's performance met the plans and goals established in the initial application as amended.		
The project's applicant demonstrated all timeliness standards for grants renewed		

	Points Available	Points Allocated
The project applicant's performance in assisting program participants to achieve and maintain independent living and record of success.		
History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.		
Performance	**Points Available**	**Points Allocated**
Reducing Barriers to Housing		
Low barrier project; project allowing entry to program participants that include low or no income, current or past substance use, criminal records - with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Demonstrate that at least 75% of the project application commit to operating as low barrier. Any project that indicates low barrier and is reviewed, approved, and ranked by the CoC and is awarded FY 2015 CoC Program funds will be required to operate as a low barrier project.	6	
Housing First for Permanent Housing		
Demonstrate that at least 75% of the permanent housing and transitional housing projects commit to use of the Housing First model described in section III.A.3.e. of the NOFA. Any project application indicating a Housing First approach and is reviewed, approved, and ranked by the CoC that is awarded FY 2015 CoC Program funds will be required to operate as a Housing First project.	6	
Mainstream Benefits		
Demonstrate that applicant is systematically keeping program staff up-to-date regarding mainstream resources available for homeless program participants, collaboration with healthcare organizations to assist homeless program participants to enroll in health insurance, and assistance with the effective utilization of available healthcare benefits.	2	
Successful Permanent Housing Placement or Retention		
At least 80% of CoC Program participants either remained in permanent housing, or exited to permanent housing for at least 12 months.	8	
Jobs and Income Growth		
Success in increased program income from employmenet and non-employment sources.	5	
Ending Chronic Homelessness		
Chronically Homeless individuals and families will be prioritized in permanent supportive housing that is not dedicated for chronically homeless individuals and families. At least 85% of CoC program funded permanent supportive housing beds that become available through turnover must be prioritized for chronically homeless individuals and families.	3	
Increase or maintain total number of PSH beds that were identified as dedicated for use by chronically homeless individuals and families in the 2015 HIC, as compared to those identified in the 2014 HIC	2	

Ending Homelessness Among Households with Children		
Prioritize households with children based on need, including factors such as: vulnerability to victimization, number of previous homeless episodes, unsheltered homeless, criminal history, bad credit or rental history	3	
Permanent Supportive Housing project does not deny admission to or separate family members when they enter shelter or housing	2	
Ending Youth Homelessness		
Demonstrate an increase, as recorded in the HMIS data field "residence prior to entry" from October 1, 2013 through September 30, 2014, in the number of unaccompanied homeless youth (up to age 24) served who were residing on the streets or in places not meant for human habitation prior to entering a homeless project.	5	
Ending Veteran Homelessness		
Demonstrates that resources serve veterans who are not eligible for homeless assistance through the U.S. Department of Veterans Affairs Programs.	2	
Subtotal	44	0
Leveraging	**Points Available**	**Points Allocated**
Demonstrates the extent to which the amount of assistance to be provided to the Subrecipient will be supplemented with resources from other public/private sources, including mainstream programs. CoCs that have 100% participation in leveraging from all project applications (including only those projects with commitment letter(s) on file dated within 60 days of the CoC application deadline) and that have at a minimum 150% leveraging will receive the maximum points.	1	
Subtotal	1	0
HMIS	**Points Available**	**Points Allocated**
Data Quality		
Have below 10% null or missing values and 10% of refused or unknown records as recorded in the HMIS.	4	
Subtotal	4	**0**
County Criteria	**Points Available**	**Points Allocated**
Capacity of the organization to implement the project (adequate staffing, experience preparing grant applications and implementing projects involving federal regulations).	2	
Subtotal	2	**0**
TOTAL POINTS	**51**	

2015 SLO County CoC Application Rating Criteria - Permanent Supportive Housing Bonus Projects (10/2/15)

Project Name: _____

Proposed Start and End Dates: _____

Number of Beds Proposed: _____

Project Eligibility Threshold	Yes	No
THRESHOLD REVIEW		
Project applicants and potential subrecipient must meet the eligibility requirements of the CoC Program as described in 24 CFR part 578 and provide evidence of eligibility required in the application (e.g., nonprofit documentation)		
Project applicants and subrecipients must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and to administer Federal funds. Demonstrating capacity may include a description of the applicant/subrecipient experience with similar projects and with successful administration of SHP, S+C, or CoC Program funds for renewing projects or other federal funds.		
Project applicants must submit the required certifications as specified in the NOFA.		
Population to be served must meet program eligibility requirements as described in the Act, and the project application must clearly establish eligibility of project applicants. a. The only persons who may be served by any non-dedicated supportive housing beds are those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing. i) homeless individual and families coming from transitional housing must have originally come from the streets or emergency shelters ii) homeless individuals and families with a qualifying disability who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or other dangerous or life threatening conditions and are living in transitional housing are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing, iii) persons existing institutions where they resided b. The only persons who may be served by dedicated or prioritized permanent supportive housing beds are chronically homeless individuals and families as defined in 24 CFR 578.3 c. Project must be cost-effective, including costs of construction, operations, and supportive services with such costs not deviating substantially from the norm in that locale for the type of structure or kind of activity		

	Points Available	Points Allocated
PROJECT QUALITY THRESHOLD - *must receive at least 3 points in order to qualify as a new project*		
The type, scale and location of the housing fit the needs of the program participants	1	
Type and scale of supportive services fit the needs of the program participants	1	
Specific plan for ensuring program participants will be individually assisted to obtain the benefits of the mainstream health, social and employment programs for which they are eligible to apply meets the needs of program participants	1	
Program participants are assisted to obtain and remain in permanent housing in a manner that fits their social need	1	
75% of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens or fleeing domestic violence	1	
Subtotal	5	0
Performance	**Points Available**	**Points Allocated**
Reducing Barriers to Housing		
Low barrier project; project allowing entry to program participants that include low or no income, current or past substance use, criminal records - with the exceptions of restrictions imposed by federal, state or local law or ordinance (e.g., restrictions on serving people who are listed on sex offender registries), and history of domestic violence. Demonstrate that at least 75% of the project application commit to operating as low barrier. Any project that indicates low barrier and is reviewed, approved, and ranked by the CoC and is awarded FY 2015 CoC Program funds will be required to operate as a low barrier project.	6	
Housing First for Permanent Housing		
Demonstrate that at least 75% of the permanent housing and transitional housing projects commit to use of the Housing First model described in section III.A.3.e. of the NOFA. Any project application indicating a Housing First approach and is reviewed, approved, and ranked by the CoC that is awarded FY 2015 CoC Program funds will be required to operate as a Housing First project.	6	
Mainstream Benefits		
Demonstrate that applicant is systematically keeping program staff up-to-date regarding mainstream resources available for homeless program participants, collaboration with healthcare organizations to assist homeless program participants to enroll in health insurance, and assistance with the effective utilization of available healthcare benefits.	2	
Successful Permanent Housing Placement or Retention		
At least 80% of CoC Program participants either remained in permanent housing, or exited to permanent housing for at least 12 months.	8	
Jobs and Income Growth		
Success in increased program income from employmenet and non-employment sources.	5	

Ending Chronic Homelessness		
Chronically Homeless individuals and families will be prioritized in permanent supportive housing that is not dedicated for chronically homeless individuals and families. At least 85% of CoC program funded permanent supportive housing beds that become available through turnover must be prioritized for chronically homeless individuals and families.	3	
Increase or maintain total number of PSH beds that were identified as dedicated for use by chronically homeless individuals and families in the 2015 HIC, as compared to those identified in the 2014 HIC	2	
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Prioritize households with children based on need, including factors such as: vulnerability to victimization, number of previous homeless episodes, unsheltered homeless, criminal history, bad credit or rental history	3	
Permanent Supportive Housing project does not deny admission to or separate family members when they enter shelter or housing	2	
Ending Youth Homelessness		
Demonstrate an increase, as recorded in the HMIS data field "residence prior to entry" from October 1, 2013 through September 30, 2014, in the number of unaccompanied homeless youth (up to age 24) served who were residing on the streets or in places not meant for human habitation prior to entering a homeless project.	5	
Ending Veteran Homelessness		
Demonstrates that resources serve veterans who are not eligible for homeless assistance through the U.S. Department of Veterans Affairs Programs.	2	
Subtotal	44	0
Leveraging	**Points Available**	**Points Allocated**
Demonstrates the extent to which the amount of assistance to be provided to the Subrecipient will be supplemented with resources from other public/private sources, including mainstream programs. CoCs that have 100% participation in leveraging from all project applications (including only those projects with commitment letter(s) on file dated within 60 days of the CoC application deadline) and that have at a minimum 150% leveraging will receive the maximum points.	1	
Subtotal	1	0
HMIS	**Points Available**	**Points Allocated**
Data Quality		
Have below 10% null or missing values and 10% of refused or unknown records as recorded in the HMIS.	4	
Subtotal	4	**0**
County Criteria	**Points Available**	**Points Allocated**

Capacity of the organization to implement the project (adequate staffing, experience preparing grant applications and implementing projects involving federal regulations).	2	
Subtotal	2	0
TOTAL POINTS	**51**	

HOMELESS SERVICES OVERSIGHT COUNCIL
Full HSOC Meeting Agenda
November 13, 2015 12:00-1:00pm
Main Location: Department of Social Services, 3433 S. Higuera, Room 358
San Luis Obispo, CA
[1]*Remote Location:* Templeton Community Services District 206 5th Street, Templeton, CA, in the Board Room

1.   Call to Order and Introductions of Guests

2.   Public Comment

3.   Action/Information/Discussion:

    3.1   Action Item: Approve the recommendations of the HSOC Ad Hoc Grant Review Committee for applications for the federal Fiscal Year 2015 U.S. Department of Housing and Urban Development (HUD) Continuum of Care grant renewal and bonus funding competition

    3.2   Action Item: Approve amendments to the Continuum of Care Policies and Procedures Manual to add language regarding coordination between schools and Continuum of Care funded programs related to access to education for homeless children and youth.

4.   Future Discussion/Report Items:

5.   Adjournment

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[1] The public is welcome to attend the meeting at either the main location or the remote location.

HOMELESS SERVICES OVERSIGHT COUNCIL
SUPPORTIVE SERVICES COMMITTEE
ACTION ITEM
November 13, 2015

AGENDA ITEM NUMBER: 3.1 - amended

ITEM: APPROVE AD HOC GRANT REVIEW COMMITTEE'S RECOMMENDED PRIORITIZATION OF CONTINUUM OF CARE APPLICATIONS TO BE SUBMITTED TO HUD FOR RENEWAL AND BONUS FUNDING

ACTION REQUIRED:
Approve the ad hoc Grant Review Committee's recommendation for prioritization of FY2015 (2016-2017 program year) Continuum of Care grant applications as follows:

TIER 1				
Ranking	**Project Name**	**Request**	**Project Score**	**Annual Renewal Amount**
1	North County Permanent Housing Bordeaux (TMHA)	$112,363	88%	$125,436
2	(North Coast) Permanent Housing with Supports (TMHA)	$56,049	86%	$62,700
3	North County Permanent Housing (CAPSLO)	$53,048	80%	$52,916
4	South County Permanent Housing (CAPSLO)	$59,916	70%	$60,919
5	SLO City Transitional Housing and Case Management	$491,192	67%	$483,009
6	HMIS	$55,300	N/A	$61,160
	Subtotal	$827,868		$846,140
TIER 2				
	South County SSO (CAPSLO)	$205,573.00	73%	$215,422
	TOTAL	$1,033,441		$1,061,562

In addition, the ad hoc Grant Review Committee is recommending the 50Now Enhancement project to move forward for the Permanent Supportive Housing Bonus.

PERMANENT HOUSING BONUS PROJECT AND AGENCY NAME	Amount Request	Bonus Amount Available
50Now Enhancement (TMHA)	$159,234	$164,341

SUMMARY NARRATIVE:

The HSOC Ad Hoc Grant Review Committee met on October 28, 2015. Laurel Weir from Department of Social Services and Ivana Yeung from Department of Planning and Building attended to guide the discussion.

The U.S. Department of Housing and Urban Development (HUD)'s 2015 Notice of Funding Availability (NOFA) released on September 17, 2015 describes the project prioritization process for allocating renewal funds, and which new projects are eligible for the Permanent Housing Bonus. The County released a Request for Proposals on September 28, 2015, published rating criteria on October 2, 2015, and held an informational meeting on October 7, 2015 for County staff to meet with potential project applicants to explain the grant process. The rating criteria was based on HUD's criteria and point system in the NOFA for evaluating applications.

While the amount available in the Annual Renewal Demand (ARD) should be sufficient to fund anticipated eligible renewal projects for FY2015, HUD requires the CoC to prioritize renewal projects into two tiers in the event that the CoC program is not awarded the full amount. The San Luis Obispo County CoC ARD determined by HUD in the final Grant Inventory Worksheet is $1,061,562. The CoC may create a new project through the permanent housing bonus. The maximum amount for which the San Luis Obispo County CoC may be eligible for is $164,341. Tier 1 is equal to 85 percent of the CoC's ARD, which is $902,328. Tier 2 is the difference between Tier 1 and the CoC's ARD, plus any amount available for the permanent housing bonus. It should be noted that HUD funding for the permanent housing bonus is not guaranteed, as projects recommended for the permanent housing bonus must compete at the national level against other bonus projects put forward by other CoCs and HUD does not anticipate funding all bonus projects.

This year's program competition emphasizes meeting the goals of *Opening Doors,* the nation's first comprehensive Federal strategy to prevent and end homelessness for vulnerable populations*.* In order to reflect HUD priorities for providing and creating more units for individuals and families experiencing *chronic homelessness,* the committee recommends permanent housing projects ahead of transitional housing and supportive services projects and has ranked them against HUD NOFA criteria and past performance measures as reported in the Annual Performance Report (2013-2014 reporting year). HUD also requires CoCs to provide HMIS data to complete the consolidated application. Additionally, HUD strongly encourages using HMIS data to measure system-level performance. Because of the growing importance of HMIS to support CoC oversight and because HMIS data is mandatory for the consolidated application, the committee assigned the HMIS project to Tier 1. The committee recommends that South County Supportive Services project be placed in Tier 2.

In addition to the renewal applications, the Planning Department received four applications for the permanent housing bonus funding. All four applications met the threshold criteria. The Grant Review Committee considered the applications and selected the 50Now Enhancement (TMHA) project to compete for permanent housing bonus. The project met the bonus project criteria of serving 100 percent chronically homeless persons, passed the NOFA project quality

threshold and scored highest in the ranking criteria amongst bonus project applications. The 50Now Enhancement project would supplement the ongoing 50Now project by adding 14 permanent supportive housing beds, including two permanent, supportive housing beds for homeless youth. As noted above, selection as the preferred permanent housing bonus project by the San Luis Obispo County Continuum of Care does not guarantee the project will receive HUD CoC funding, only that it will be considered by HUD in the national competition.

The HSOC recommendation will go to the San Luis Obispo County Board of Supervisors as a consent item on November 17, 2015 for further action.

BUDGET/FINANCIAL IMPACT:

This will have no financial impact to the HSOC.

STAFF COMMENTS:

No additional comments.

MEMBERS PRESENT	MEMBERS ABSENT	STAFF & GUESTS	
Shelia Blake	Marie Chaney	Laurel Weir	
Jason Flanagan-alt. for Rick Gulino	Amy Christey	Jessica Lorance	
Marianne Kennedy	Christine Johnson	Ivana Yeung	
Patty Beck	Jennifer Kirn	Mark Lamore	
Bob Kelley	Steve Martin	Allison Ordille	
Debbie Arnold-via phone	Anne Robin		
Kristen Barneich	Tracy Schiro		
Danielle Veatch	Dee Torres		
Maria Kindel –alt. for Jessica Thomas	Shirley Wright		
Mariam Shah			
John Ashbaugh			
Jim Patterson			
Grace McIntosh			
Theresa Scott			

AGENDA ITEM		CONCLUSIONS/ACTIONS	FOLLOW UP
1. Call to Order and Introductions of Guests	Patty Beck as Supervisor Arnold's alternate welcomed the group and introductions were made.		
2. Public Comment	Jessica shared with the group about the need for a Mobile Assistance and Services addressing Homelessness (MASH) event in Morro Bay in December. Jim Patterson reported that Dignity Health had health care events throughout the county on a regular basis. Patty Beck announced that the HSOC Homeless Services Coordinating Committee will be looking at creating a MASH subcommittee in order to plan future events Grace announced that there will be a meeting to		

	discuss using the HUD orders of priority for turnover CoC beds. The meeting is scheduled to happen next week Tuesday November 17, 2015 at the CAPSLO office at 11:30am-1pm. Lunch will be provided. Alison Ordille from the Sheriffs Office provided an update on the community case management program that was started a couple months ago at the jail. Inmates are assessed and 90 days prior to release are added to a list for case conferencing with CoC subrecipient agencies and other community partners to plan for release into the community. Jim shared that 47 people have been housed out of the 50 from the County's 50Now program for the most vulnerable, chronically homeless persons. The program has had good results with landlords in part because of the support provided to landlords by Transitions Mental Health Association, which operates the program. An article was published recently in the paper that included quotes from landlords who were happy with the program.		
ACTION/INFORMATION/DISCUSSION			
3.1 Action Item: Approve the recommendations of the HSOC Ad Hoc Grant Review Committee for applications for the federal Fiscal Year 2015 US Department of Housing and Urban Development (HUD) Continuum of Care grant renewal and bonus funding competition	Ivana presented to the group information on the Continuum of Care (CoC) Grant local submission process. A more complete description of the process was included in the agenda packet that was distributed to members and interested stakeholders the previous week and was published on the HSOC website. This year a little over one million dollars is potentially available to San Luis Obispo County from the HUD CoC program. San Luis Obispo County will need to renew their application. HSOC can decide as a governing body where the funds should be allocated.	Jim Patterson made the first motion Kristen Barneich seconded the motion Marianne Kennedy and Grace McIntosh abstained Sheila Blake-yes Mariam Shah-yes Jason Flanagan- yes Bob Kelley- yes Theresa Scott- yes Maria Kindel- yes Danielle Veatch- yes	

	Program priorities include: chronic homelessness, family homelessness, youth homelessness, and veterans homelessness. HUD is confident this year that they will be able to continue funding for those projects who have already received funding. The CoC is also potentially eligible for bonus funding, depending on how they score in the competition. Bonus projects should follow a housing first model. Organizations applying must meet threshold requirements, and be cost effective, among other criteria. Ivana shared past performance reports that HUD considers for the funding. She reported the HSOC Ad Hoc Grant Review Committee had reviewed applications for renewal and bonus funding and rated and ranked those applications based on published criteria. The agenda packet for this meeting contained the rankings. Renewal projects selected for tier 1 were ranked as follows: 1. TMHA: Permanent Housing, 2. THMA: Permanent Housing with supports, 3. CAPSLO: North County Permanent Housing, 4. CAPSLO: South County Permanent Housing, 5. SLO City Transitional Housing Case Management, 6. HMIS. South County Supportive Services may be in tier 2 but should still receive funding. Ivana explained that HUD based this year's amount of available renewal funding on last year's amount. New Projects: There were 4 different applications for the bonus funding. There was only one application for renewal funding last year. All four met the quality and objective threshold reviews. HSOC's Ad Hoc Grant Review Committee ranked the applications as follows: 1. THMA: 50Now enhancement: Of the new beds that would be created with this funding, 2 of	Debbie Arnold-yes Patty Beck-yes John Ashbaugh-yes Motion passes	

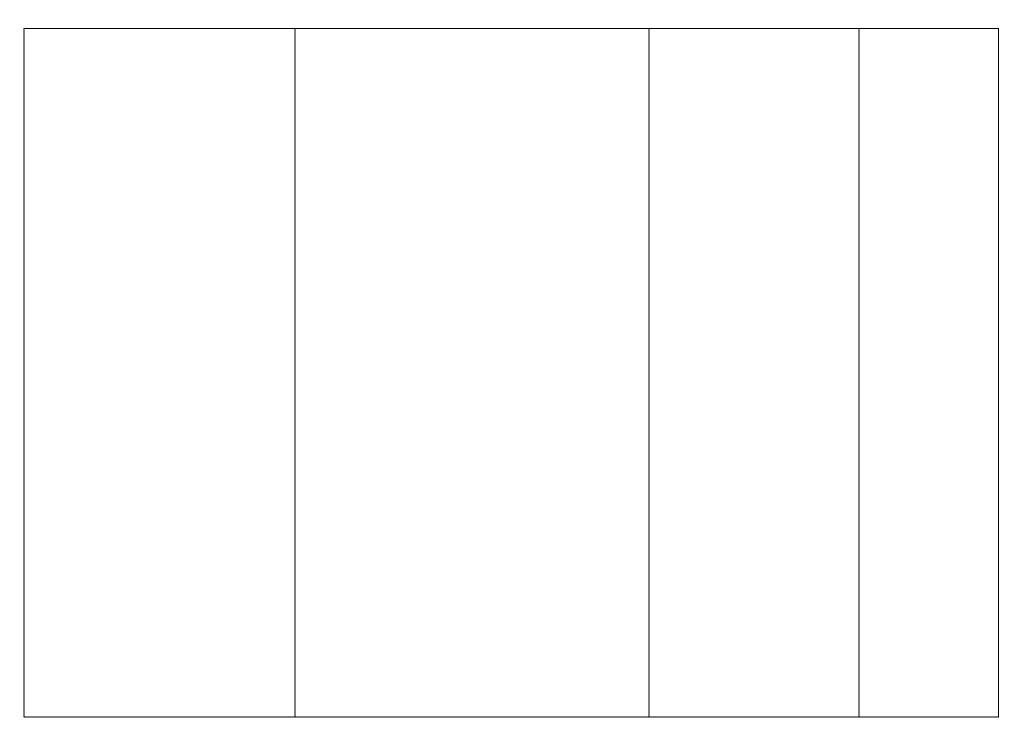|			
	them will be set aside for youth. Laurel noted that the CoC currently has no CoC-funded beds dedicated for youth 2. Women's Shelter Program s. 3. Family Care Network. 4. Sunny Acres/SLO Housing Connection. Recommendation: Accept Tier 1 and 2 ranking recommendation for renewal projects and accept the 50Now Enhancement for the new bonus project.		
2. Action Item: Approve amendments to the Continuum of Care Policies and Procedures Manual to add language regarding coordination between schools and Continuum of Care funded programs related to access to education for homeless children and youth.	Laurel provided an overview of the McKinney-Vento educational rights for homeless, school aged children. McKinney-Vento requires local educational agencies to remove barriers to enrollment and attendance of homeless children and youth and gives children certain rights. HUD wants to make certain families are aware of this act. She explained that HUD would like to see the CoC enact formal policy for our CoC programs requiring coordination with the local educational agency to ensure they are aware of and able to exercise their rights. She noted that this coordination is already occurring in practice, but HUD would prefer for it to be in writing in the CoC Policies and Procedures manual as well. Jessica Thomas from the County Office of Education showed the committee the brochure distributed to ESG and CoC providers to give to homeless families to inform them about their McKinney-Vento rights.	Grace McIntosh made the first motion Sheila Blake seconded the motion Jim Patterson- yes Theresa Scott- yes Mariam Shah- yes Marianne Kennedy- yes Jason Flanagan- yes Bob Kelley- yes Kristen Barneich- yes Theresa Scott- yes Maria Kindel- yes Danielle Veatch- yes John Ashbaugh- yes Debbie Arnold-yes Patty Beck- yes Vote is Unanimous	

4. Future Discussion/Report Items:	NA		
5 . Adjournment	Patty Beck adjourned the meeting at 1:00pm		

Regulations   Regulations

Continuum of Care Grants

The Continuum of Care (CoC) in San Luis Obispo County consists of a variety of agencies and services that assist homeless clients in the County. The CoC grant from HUD provides over $1 million in assistance (both housing and services) to homeless individuals and families. On July 31, 2012, HUD released new regulations for the CoC program, and the regulations took effect on August 30, 2012. The CoC regulations can be found in Title 24 of the Code of Federal Regulations, Part 578 at www.hudexchange.info/title578.

On September 17, 2015 HUD released the FY 2015 Notice of Funding Availability for the FY 2015 CoC Program Application Competition. The Notice can be found at: https://www.hudexchange.info/resource/4688/fy-2015-coc-program-nofa/.

Request for Proposals – Released September 28, 2015

Application Milestones

> RFP and Application Available: 28 Sept 2015
> RFP Published to Tribune: 1 Oct 2015
> Rating Criteria Available: 2 Oct 2015
> Informational Meeting at SLO County Library: 1:30 pm, 7 Oct 2015
> **Subrecipient (non-profit) Application Deadline: 5:00pm, 16 Oct 2015**
> Scoring Committee and Ranking Session: 28 October, 2015
> Opportunity to Appeal: 5 November, 2015
> Homeless Services Oversight Council Final Recommendation: 13 November, 2015
> Board of Supervisors Hearing-Consent Item to Submit CoC Application: 17 Nov 2015
> County CoC Application Bonus – One day early submission to HUD: 4:59 pm, 19 Nov 2015
> **Consolidated County CoC Application due to HUD – Final Deadline: 5:00pm, 20 Nov 2015**

Applications

(Application available in Word Document format upon request from lyeung@co.slo.ca.us)

> Permanent Housing Bonus
> Permanent Supportive Housing Renewal
> Transitional Housing Renewal
> Supportive Services Only Renewal

Rating Criteria for FY 2015 Applications

Local CoC administrators will rank submitted projects and place them into two Tiers in accordance to their adherence to HUD's Homeless Policy and Program Priorities (NOFA Section II.A). Briefly, they are:

> Strategic Resource Allocation based on performance evaluation and data of all resources
> Ending Chronic Homelessness
> Ending Family Homelessness
> Ending Youth Homelessness
> Ending Veteran Homelessness
> Using a Housing First Approach - While this approach is not appropriate for certain kinds of permanent/transitional housing projects, Housing First approaches are encouraged across all types of projects.

The following documents provide additional information:

> Tier Funding Guidance – for San Luis Obispo CoC

Project Scoring Sheets are available for viewing and are based on NOFA requirements, specific to project. The Scoring Committee will use the sheet to help guide the ranking process, in accordance to the Homeless Policy and Priorities.

> Permanent Housing Bonus-Scoring Sheet
> Permanent Supportive Housing/Transitional Housing Renewal-Scoring Sheet
> Supportive Services Only Renewal-Scoring Sheet

CoC Process for Reallocating

CA-614 San Luis Obispo County did not reject any renewal projects; the CoC Process for Reallocating does not apply.

San Luis Obispo
Continuum of Care
Policies and Procedures
2015

Introduction

The Continuum of Care in San Luis Obispo County covers seven incorporated cities and the unincorporated areas countywide. The County of San Luis Obispo (the "County") is the Collaborative Application (Lead Agency/Recipient) in submitting the collaborative CoC application annually. The CoC currently receives over $1 million for homeless services including permanent and transitional housing for homeless individuals and families.

The County, as the Collaborative Applicant, submits the annual CoC application to the U.S. Department of Housing and Urban Development (HUD). The application process is competitive annually. HUD releases a Notice of Funding Availability describing the application process. The County then releases a Request for Proposals inviting applications from non-profit agencies. The Homeless Services Oversight Council ("HSOC") reviews the applications from proposed subrecipients and makes a funding recommendation to the County Board of Supervisors, which provides the final authorization to submit the CoC application to HUD.

HSOC

The HSOC is a 27 person CoC governing body made up of homeless assistance providers, a public housing agency, affordable housing developers, domestic violence providers, law enforcement, social service and mental health agencies, all of the cities and the County, a faith-based organization, a hospital, a veteran, and a homeless/formerly homeless individual. The HSOC holds meetings every other month, and has several subcommittees/working groups that meet monthly. The HSOC makes funding recommendations for homeless grant programs and it follows adopted by-laws.

Coordination and Implementation of the Housing and Services System

  (i)   **Outreach, engagement, and assessment**
         The County Health Agency has a homeless outreach coordinator and Full Service Partnership Team that tries to meet homeless in places not meant for human habitation. Engagement and Assessment is also carried out by the Emergency Solutions Grant and Continuum of Care subrecipient agencies.

  (ii)   **Shelter, housing, and supportive services**
         The CoC includes two main overnight shelters (in San Luis Obispo and Atascadero), and a day homeless shelter in San Luis Obispo. Additionally, a day services center is being planned in the south county region. There are also at least 32 permanent supportive housing beds, medically fragile temporary beds, and transitional housing beds.   While the CoC program does not fund emergency shelter activities, it funds supportive services and housing activities that coordinate with shelter activities.

(iii)   **Prevention strategies**
The CoC has several prevention strategies. For example, the HOME and ESG programs have financial assistance for deposits and rental assistance to prevent households from becoming homeless. The ESG program also provides funds for supportive services (i.e. housing stability case management) in addition to the financial assistance piece.

Project Selection and Priority Placement Process

The County generally uses the HUD rating criteria when evaluating and prioritizing project applications locally. Some local criteria are also considered when rating and ranking each project application.

The Homeless Services Oversight Council (HSOC), the CoC governing body, reviews and ranks each project application annually, and makes a funding recommendation to the Department of Planning and Building staff. Staff then takes this recommendation to the Board of Supervisors for review and approval of the ranking.

Homeless Management Information System (HMIS)

Participation in the local HMIS program is a requirement to receiving CoC and Emergency Solutions Grant (ESG) funds. The County of San Luis Obispo is the HMIS lead agency, and staffs the HMIS Administrator in the Department of Planning and Building. All participating agencies must comply with the Countywide HMIS Policies and Procedures Manual.

Written Standards for Administering Assistance

Evaluating Individuals' and Families' Eligibility for Assistance

The first step in any CoC program activity is to determine client eligibility. To be eligible for CoC assistance, all households must meet the definition of homeless or at-risk of homelessness posted in the federal register on December 5, 2011 (see definitions below) and in the Continuum of Care Program regulations. For determining eligibility under homeless status, 576.500 (b) must be followed. For determining eligibility under at risk of homelessness status, 576.500 (c) must be followed. See the general processes below.

For determining eligibility for homeless assistance, third party documentation is preferred. If third party documentation of homeless status is not available, then intake worker observation is the second preferable method for determining eligibility for assistance for homeless status. If neither third party documentation nor intake worker observation is possible, certification from the person seeking assistance is the last resort for determining homeless status. Records contained in an HMIS or comparable database used by victim service providers are acceptable evidence of third-party documentation and intake worker

observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of the entry and the change made.

For determining eligibility for persons at risk of becoming homeless, evidence must be provided that 1) the participant meets the criteria of at risk of homelessness including documentation for determining annual income, 2) the program participants certification on a form that the participant has insufficient financial resources and support networks (i.e family, friends, faith based networks, etc.), and 3) reliable evidence to show the program participant does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place not meant for human habitation. Reliable evidence in order of preference includes 1) source documents (i.e. unemployment compensation statement, notice of termination from employment, health care bill showing arrears, etc.), 2) a written statement by the relevant third party such as the former employer or relative (only if source documents are not available), or 3) a written statement by intake staff describing the efforts taken to obtain the evidence.

Once it is determined that the client meets the homeless or at-risk definition, the income criteria, and housing status criteria based on the regulations, it is important to then assess which CoC program is the most appropriate program for that individual or household (Permanent Supportive Housing, Transitional Housing, or Supportive Services Only).

Ineligibility

For each individual and family determined ineligible to receive CoC assistance, the record must include documentation of the reason for that determination.

Determining and Prioritizing which Eligible Individuals and Families will Receive Transitional Housing

All subrecipient agencies must use the common intake and assessment form (when available) as developed by CoC participating agencies when determining priority for assistance. Also, an individual or family's ability to sustain housing should not be a threshold requirement. All CoC funded transitional housing beds are currently limited to households without children, so no families will be served in CoC funded transitional housing beds.

Only persons who are literally homeless per the federal definition will be eligible for CoC transitional housing assistance. Non-profit subrecipients providing this assistance must document that the household is homeless and maintain this documentation for 5 years after expenditure of all funds from the grant under which the participant was served. No financial assistance may be provided to a household for a purpose and time period supported by another public source.

Determining and Prioritizing which Eligible Individuals and Families will Receive Rapid Re-Housing Assistance

There are currently no CoC funded Rapid Re-Housing programs.

If such a program is developed using CoC funds, all subrecipient agencies must use the common intake and assessment form (when available) as developed by the CoC participating agencies when determining priority for assistance. An individual or family's ability to sustain housing should not be a threshold requirement.

Only persons who are literally homeless per the federal definition will be eligible for CoC rapid re-housing assistance. Non-profit subrecipients providing this assistance must document that the household is homeless and maintain this documentation for 5 years after expenditure of all funds from the grant under which the participant was served. No financial assistance may be provided to a household for a purpose and time period supported by another public source.

Standards for Determining what Percentage or Amount of Rent Each Program Participant Must Pay while Receiving Rapid Re-Housing Assistance

There are currently no CoC funded Rapid Re-Housing programs.

If future CoC funds are used for Rapid Re-Housing programs, each program participant on whose behalf rental assistance payments are made must pay a contribution toward rent. Additional criteria will be developed if a Rapid Re-Housing program is developed using CoC funds.

Subrecipients must examine a program participant's income initially, and at least annually thereafter. Additionally, a resident may request an interim reexamination of income if there is a change in the family composition (i.e. birth of a child) or a decrease in the resident's income during the year. Adjustments to a program participant's contribution toward the rental payment must be made as changes in income are identified.

Determining and Prioritizing which Eligible Individuals and Families will Receive Permanent Supportive Housing Assistance

All subrecipient agencies must use the common intake and assessment form (when available) as developed by CoC participating agencies when determining priority for assistance. An individual or family's ability to sustain housing should not be a threshold requirement. However, all beds should be prioritized for chronically homeless individuals and families first.

The only persons who may be served by any permanent supportive housing projects are:
1. Those who come from the streets, emergency shelters, safe havens, institutions, or transitional housing (persons coming from transitional housing must have originally come from the streets or emergency shelters)
2. Disabled individuals and families who were fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking and are living in transitional housing

are eligible for permanent supportive housing even if they did not live on the streets, emergency shelters, or safe havens prior to entry in the transitional housing.
3. Persons exiting institutions where they reside for 90 days or less and came from the streets, emergency shelter, or safe havens immediately prior to entering the institution.

Non-profit subrecipients providing this assistance must document that the household is homeless and maintain this documentation for 5 years after expenditure of all funds from the grant under which the participant was served. No financial assistance may be provided to a household for a purpose and time period supported by another public source.

There is currently only one CoC funded unit (with 3 beds) for a family and one CoC funded unit for a couple. The remaining units are for single individuals.

Occupancy Charges

Occupancy charges may not exceed the highest of (1) 30 percent of the family's monthly adjusted income (adjustment factors include the number of people in the family, age of family members, medical expenses, and child care expenses; (2) 10 percent of the family's monthly income. Furthermore, income of program participants must be calculated in accordance with 24 CFR 5.609 and 24 CFR 5.611(a).

Program Fees

Subrecipients may not charge a program participant a program fee.

Match

All eligible funding costs, except leasing, must be matched with no less than 25 percent cash or in-kind match by the CoC. The match must be provided on a grant-by-grant basis.

Program Income

Rents and occupancy charges collected from program participants are program income. The rents and occupancy charges collected from residents of transitional housing may be reserved, in whole or in part, to assist the residents from whom they are collected to move to permanent housing.

Occupancy Agreements and Leases

Subrecipients must have signed occupancy agreements or leases (or subleases) with program participants residing in housing.

Confidentiality

(1) All records containing protected identifying information of any individual or family who applies for and/or receives Continuum of Care assistance will be kept secure and confidential.

a. Secure means the files are locked and access is limited only to personnel or staff working with the clients.

　(2) The address or location of any family violence project assisted with Continuum of Care funds will not be made public, except with written authorization of the person responsible for the operation of the project; and

　(3) The address or location of any housing of a program participant will not be made public, except as provided under a preexisting privacy policy of the recipient or subrecipient and consistent with State and local laws regarding privacy and obligations of confidentiality;

Records Retention

All records pertaining to CoC funds must be retained for at least 5 years from the date of expenditure of all funds from the grant.

Performance Targets

At least annually, the CoC (the Homeless Services Oversight Council) will review both the CoC and ESG funded Homeless Management Information System (HMIS) data to monitor outcomes of subrecipients. This review will occur during the application and review process for these grants, and rating criteria will incorporate performance related criteria when recommending which programs should be funded and/or ranked higher than others. Further information about the ESG funded programs is nested in the County's Annual Action Plan.

Program Type

Permanent Housing

a. At least 54 percent of adults maintain or increase their income from sources other than employment in an operating year.
b. The percentage of formerly homeless individuals who remain housed in HUD permanent housing projects or exited to permanent housing will be at least 80 percent.
c. At least 56 percent of adult participants have mainstream benefits in the last operating year.

Transitional Housing

a. At least 54 percent of adults maintain or increase their income from sources other than employment in an operating year.
b. At least 20 percent of adults have employment income in an operating year.
c. At least 80 percent of homeless persons that exited from transitional housing left to permanent housing.
d. At least 56 percent of adult participants have mainstream benefits in the last operating year.

Supportive Services Only

a. At least 25 percent of participants leaving the program exit to permanent housing destinations.
b. At least 56 percent of adult participants have mainstream benefits in the last operating year.
c. At least 20 percent of adults have employment income in an operating year.
d. Reduce the number of exited adult participants coming from homelessness from returning to homelessness. The reduction will be based on the percentage of exited adults that returned to homelessness, as measured by homeless clients returning to the program for assistance.

Action against Poor Performers

CoC and ESG projects will be reviewed at least annually to determine whether the project is meeting the goals and/or performance measures set up during the application. The HSOC and the County as the Collaborative Applicant/Subrecipient will monitor subrecipients annually, review Annual Progress Reports, and discuss ways that the CoC can assist subrecipient agencies in improving performance.

Centralized/Coordinated Assessment

"Coordinated assessment…paves the way for more efficient homeless assistance systems by:

1) Helping people move through the system faster (by reducing the amount of time people spend moving from program to program before finding the right match);
2) Reducing new entries into homelessness (by consistently offering prevention and diversion resources upfront, reducing the number of people entering the system unnecessarily); and
3) Improving data collection and quality and providing accurate information on what kind of assistance consumers need."
(*Source*: http://www.endhomelessness.org/library/entry/coordinated-assessment-toolkit, December 23, 2013)

It asks the question, "What housing and service assistance strategy is best for each household of the several services available?"

All subrecipient agencies must use the CoC approved coordinated intake and assessment tools.

Other Requirements

Coordination with Local Homeless Education Coordinators and Liaisons

Each CoC funded subrecipient shall ensure that when a homeless family with school aged children is placed into housing funded by the McKinney-Vento Continuum of Care program, that family will receive written materials on the children's educational rights under the McKinney-Vento Act. When distributing such materials, subrecipients should only use those produced by local educational agencies, federal agencies, or national, state or local nonprofits with recognized expertise in the education provisions of the McKinney-Vento Homeless Assistance Act. Additionally, the subrecipients shall make a good faith effort to coordinate with the County Office of Education to obtain services that may be available under the McKinney-Vento Homeless Assistance Act or other resources intended to assist homeless, school-aged children.

Timeliness Standard

Draw down of funds must occur at least once per quarter after eligible activities commence.

Environmental Review and Agreement

Subrecipients may not incur or obligate costs until environmental review has been completed and an agreement is in place between the County and the Subrecipient.

Affirmatively Furthering Fair Housing

Subrecipients must maintain copies of their marketing, outreach, and other materials used to inform eligible persons of the program to document compliance with the requirements in 24 CFR 578.93(c).

Monitoring of Subrecipients

Subrecipients will be monitored annually as required by 24 CFR 578.23.

Fair Housing and Equal Opportunity.

See 24 CFR 578.93 for specific requirements related to Fair Housing and Equal Opportunity.

Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity.

See the Federal Register dated February 1, 2012, Docket No. FR 5359-F-02

Resolution of Outstanding Civil Rights Matters.

See Section III.C.2.d. of the General Section.

Delinquent Federal Debts.

See Section III.C.2.g. of the General Section.

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP).

See Section III.C.5.c. of the General Section.

 Economic Opportunities for Low- and Very Low-income Persons (Section 3).

See Section III.C.5.d. of the General Section.

Real Property Acquisition and Relocation.

See Section III.C.5.h. of the General Section.

Conducting Business in Accordance with Core Values and Ethical Standards/Code of Conduct.

See Section III.C.5.i. of the General Section.

Prohibition Against Lobbying Activities.

See Section III.C.5.j. of the General Section.

Participation in HUD-Sponsored Program Evaluation.

See Section III.C.5.l.of the General Section.

Drug-Free Workplace.

See Section III.C.5.p. of the General Section.

Safeguarding Resident/Client Files.

See Section III.C.5.r. of the General Section.

Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 209-282) (Transparency Act), as amended.

See Section III.C.5.t. of the General Section.

Compliance with Fair Housing and Civil Rights.

See Section III.C.5. a. and III.C.5.b. of the General Section.

Lead-Based Paint Requirements.

For housing constructed before 1978 (with certain statutory and regulatory exceptions), you must comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.); and implementing regulations of HUD, at 24 CFR part 35; the Environmental Protection Agency (EPA) at 40 CFR part 745, or State/Tribal lead rules implemented under EPA authorization; and the Occupational Safety and Health Administration at 29 CFR 1926.62 and 29 CFR 1910.1025.

County of San Luis Obispo
Homeless Management Information System

Policies and Procedures
Originally approved: 1/1/2010

County Of San Luis Obispo
976 Osos Street
San Luis Obispo, CA 93408
(805) 788-2187

Version 2 November 27, 2012
Version 3 January 6, 2014

TABLE OF CONTENTS

Contact Information

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Morgan Torell
Planner III, Program Manager
County of San Luis Obispo
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mtorell@co.slo.ca.us

HMIS Vendor

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PO Box 2785
Matthews, NC 28106

Governing Regulations and Standards

The HMIS program is designed to comply with the requirements of the CoC Program Interim Rule at 24 CFR 578 (for CoC programs) and the HMIS Data Standards published on March 2010, which allow for the collection and standardization for collection of client and project-level data.

1. OVERVIEW

This document provides the framework for the ongoing operations of the San Luis Obispo County Homeless Management Information System here after referred to as "HMIS" and "SLO County-HMIS." The United States Department of Housing and Urban Development (HUD) requires all grantees and subrecipients receiving Emergency Solutions Grant (ESG) and Continuum of Care (CoC) funds participate in HMIS, with the exception of domestic violence women's shelters (DV providers). These DV providers must enter client data into a comparable HMIS database.

While CoCs cannot require non-funded providers to participate in the HMIS, SLO County CoC works closely with non-funded agencies to articulate the benefits of the HMIS and to strongly encourage their participation in order to achieve a comprehensive and accurate understanding of homelessness countywide.

The HMIS and its operating policies and procedures are structured to comply with the most recently released HUD Data and Technical Standards for HMIS. Recognizing that the Health Insurance Portability and Accountability Act (HIPAA) and other Federal, State and local laws may further regulate agencies, the San Luis Obispo County HMIS may negotiate its procedures and/or execute appropriate business agreements with Partner Agencies so they are in compliance with applicable laws.

Roles and Responsibilities
The CoC governing body, the Homeless Services Oversight Council (HSOC), will periodically review HMIS data. Its roles and responsibilities are further outlined in the HSOC by-laws. The County (the HMIS Lead Agency) is responsible for administering the HMIS program, training/monitoring users, and ensuring compliance with regulatory requirements (see "2. Purpose").

Purpose
The purpose provides the mission, goals, and benefits of the HMIS.

Governing Principles
Governing Principles establish the values that are the basis for all policy statements and subsequent decisions.

Operating Procedures
Operating Procedures will provide specific policies and steps necessary to inform, instruct, and educate users of the HMIS system.

Obligations and Agreements
It is the obligation of each agency to read, understand, and adhere to the policies, procedures, and conditions set forth in this document, all participants

in the HMIS agree to follow the policies and procedures set forth by HUD in the current HMIS data and Technical Standards.

2. Purpose

Long-term Mission
The long-term Mission of HMIS is to enhance service delivery and data collection capabilities by sharing information. Accurate information will put the County of San Luis Obispo in a better position to request funding from various sources and help plan better for future needs.

HMIS is designed to be an integrated network of homeless and other service providers that use a central database to collect, track and report uniform information on client needs and services. This system will not only meet Federal requirements but also enhance service planning and delivery.

Fundamental goal
The fundamental goal is to document the demographics of homelessness in San Luis Obispo County according to the HUD HMIS directive. Data that is gathered via intake interviews and program participation will be used to complete HUD Annual and Quarterly Progress Reports. HUD required data may also be analyzed to provide unduplicated counts and anonymous aggregate data to policy makers, service providers, advocates, and consumer representatives.

Potential benefits
Potential benefits for homeless men, women, children and case managers include: improved service coordination by sharing information among agencies who are serving the same clients.

Potential benefits for agencies and program managers come as aggregated information is used to develop a more complete understanding of clients' needs and outcomes, and then used to advocate for additional resources, complete grant applications, conduct evaluations of program services, and report to funding agencies such as HUD.

Potential benefits for county-wide data collection and policy makers lie in the County's participation in HMIS providing the capacity to generate HUD Annual and Quarterly Reports for agencies and allowing access to aggregate information both at the local and county level that will assist in the completion of other service reports used to inform policy makers aimed at addressing and ending homelessness at local, state and federal levels.

3. GOVERNING PRINCIPLES

Described below are the overall governing principles upon which all decisions pertaining to HMIS are based.

Participants are expected to read, understand, and adhere to the spirit of these principles, even when the Policies and Procedures do not provide specific direction.

Confidentiality

The protection of clients' rights and privileges is crucial to the successful operation of HMIS. These policies and procedures will ensure clients' privacy without impacting the delivery of services.

Policies regarding client data are founded on the premise that a client owns his/her personal information. Policies are in place to protect client, agency, and the County of San Luis Obispo's interests. Collection, access and disclosure of client data through HMIS will only be permitted by the procedures set forth in this document.

Data Integrity

Client data is a valuable and sensitive asset of HMIS. These policies will ensure integrity and protection of this asset from accidental or intentional unauthorized modification, destruction or disclosure.

System Availability

The availability of a centralized data repository is necessary to achieve an aggregation of unduplicated homeless statistics. The County of San Luis Obispo will strive for the broadest deployment and availability of the HMIS System.

Compliance

Violation of the policies and procedures set forth in this document will have serious consequences. Any deliberate or unintentional action resulting in a breach of confidentiality or loss of data integrity may result in the withdrawal of system access for the offending entity.

4. ROLES and RESPONSIBILITIES

The County of San Luis Obispo
- HMIS direction and guidance
- Approval of HMIS policy forms and documentation
- Agency participation and feedback
- HMIS Funding
- Release of aggregate data
- Authorizing agent for Partner Agency User Agreements

- Resolution of breaches in security cases
- Compliance with HMIS Policies & Procedures

HMIS Manager
- Liaison to HUD for HMIS
- Represent the Project in negotiations with vendor concerning contracts and money.
- Evaluate potential Partner Agencies for appropriateness
- Compliance with HMIS Policies & Procedures

HMIS System Administrator
- Creation of Project forms and documents
- Monitoring end user licenses
- Point of contact with software vender
- User administration
- Add & Remove user rights
- Manage concurrent licenses
- Training curriculum development
- Ensure documentation of training
- Provide confidentiality training
- Provide initial software training for Agency Administrators and end
- users
- Outreach to provide end user support
- Provide Helpdesk support
- Site visits to check security of Agencies
- Monitor data quality
- Adherence to HUD Data Standards
- Application Customization
- Data monitoring and data validity
- Aggregate data reporting and extraction per agency needs.
- Assist Partner Agencies with agency-specific data collection and reporting Needs
- Will hold Partner Agency User Agreements
- Compliance with HMIS Policies & Procedures .
- Maintain a file of all signed Partner Agency Agreements & Termination documents

Partner Agency
Program Administrator
- Serve as Authorizing Agent for partner agency
- Designator of Partner Agency HMIS system users
- Designator of Partner Agency Technical support
- Monitor Agency compliance with Policies & Procedures
- Hold executed Client Informed Consent forms

- Serve as Authorizing Agent for user ID requests
- Manage User licenses
- Compliance with HMIS Policies & Procedures
- Detect and respond to violations of the Policies and Procedures
- Compliance with HMIS Policies & Procedures

Partner Agency Technical Support
- Monitor security of staff workstations
- Maintain their agency's internet connectivity
- Load virus protection and spyware detecting software on all computers that access HMIS and make sure it is run at least once a week
- Compliance with HMIS Policies & Procedures

Partner Agency User
- Attend and participate in HMIS training provided by the County of San Luis Obispo
- Safeguard client privacy through compliance with confidentiality policies
- Collect data as specified in end user training and as directed in compliance with the policies and procedures.
- Enter data within 14 days of collection
- Run data integrity reports, run down discrepancies and make corrections
- Compliance with HMIS Policies & Procedures

5. OPERATING PROCEDURES

HMIS Participation

The HMIS Manager shall determine if an agency's participation in the HMIS is appropriate and if there are adequate user licenses available, An invitation will be issued and if the agency is agreeable a meeting will be set up with the system administrator to create the necessary customizations in the system, setup a training schedule and perform a security assessment.

Agencies participating in the SLO County- HMIS shall commit to abide by the governing principles of HMIS and adhere to the terms and conditions set forth in this document.

Minimum Participation Standards

HMIS partner agencies and users must collect all of the universal data elements, as defined by HUD, for all clients receiving services in programs

participating in the SLO County-HMIS. Additionally, all participating agencies are also responsible for ensure that Program Specific Data Elements, as defined by the HUD Data and Technical Standards, are collected from all clients that are served by applicable HUD funded programs. Other optional data elements may also be required for certain programs.

Connectivity and Computer Requirements

Participating Program must have Internet connectivity for each workstation accessing the HMIS. To optimize performance, all agencies are encouraged to secure a high speed Internet connection.

Site Security

Assessment
Prior to allowing access to the HMIS, the Partner Agency's Administrator and Technical Support person, will meet with the HMIS System Administrator to review and assess the security measures in place. They will assess agency information security protocols. This review shall in no way reduce the responsibility for agency information security, which is the full and complete responsibility of the Partner Agency, its Program Administrator, and Technical Support personnel.

Annual Security Audit
An annual security audit will be held to confirm security at participating Partner Agencies.

Workstation
Prior to requesting user access for any staff member, the Partner Agency Technical Support person will need to assess the operational security of the user's workspace by confirming that each workstation has:
>   -Anti-spyware software and virus protection properly installed
>   -A full-system scan has been performed within the last week
>   -Each workstation has and uses a   hardware or software firewall.

At a minimum, any workstation accessing Bell Data Systems shall have anti-virus software with current virus definitions (24 hours) and perform frequent full-system scans (weekly).

Training

All users accessing HMIS must first complete the County of San Luis Obispo's training. Users must read, understand, and sign the Partner Agency End User Agreement. All users will be held accountable to that agreement. Training for privacy and security measures will occur annually, and all

participating agencies and users must attend the training. Additionally, users must pass a test to access the live site. Users must also read and understand the HMIS Data Standards published in March 2010.

Scheduling
The Partner Agency Administrator will coordinate with the HMIS System Administrator to set up a training schedule for the users. Users will be trained in the operation of the HMIS system (how to access the system, how to enter data, how to run reports), and on Confidentiality policies and procedures.

Quiz
At the end of the training, the user will be given a quiz on confidentiality. The user must pass with 100% accuracy before being given access to the system.

Follow-up
The County of San Luis Obispo will provide on-site follow-up training at each participating Partner Agency. Before a Partner Agency "goes live," the HMIS System Administrator will make on-site visits as needed to ensure that the Partner Agency becomes proficient in the use of HMIS.
The County of San Luis Obispo will provide regular training for HMIS Users, as needed.

User Accounts & Passwords

Access Rights
Access to the HMIS system will only be approved for those staff members that require access to perform their job duties. The user's access rights will be determined by the Partner Agency Program Administrator and the HMIS System Administrator.

Password and User ID Assignment
Upon completion of training and signing the Partner Agency End User Agreement, the user will be assigned a unique ID and password to access the rights assigned that user within the HMIS system. A users' should not allow anyone else use of their assigned unique user ID. A user should never use an ID that is not assigned to them nor should passwords be shared and or communicated in any format, to do so is considered a breach of security and will have severe consequences.

Changing Passwords
When the user logs onto the system for the first time they will be prompted to change their password to a password only they know.   Passwords must consist of at least 8 characters, a combination of at least one upper case letter, at least one lower case letter, and at least one special character,

Passwords must be changed every 90 days. If they are not changed within that time period, they will expire and the user will be locked out of the system. Three consecutive unsuccessful attempts to login will disable the User ID until the System Administrator reactivates the account [These standards are required by the software and HUD Data and Technical Standards].

In the event a user's password has expired, or the user forgets his or her password The System Administrator will reset the Agency End User's password.

Changing Users' Rights
As a user's needs change the rights assigned to that user within the HMIS system need to change as well. It is important that the Partner Program Administrator notify the HMIS System Administrator of these change as soon as possible so that rights can be added and removed as is appropriate.

Deactivating Accounts
It is important that a user account be deactivated in the system when he or she leaves the agency or otherwise becomes inactive. It is a breach of security to have unused user accounts active. An Agency representative should, in a timely manner, alert the HMIS System Administrator that the user should no longer be active in the system.

Access may be immediately rescinded when any HMIS user is suspected of breaching the Partner Agency User Agreement, violating the Policies & Procedures, or breaching confidentiality or security, while an investigation by the County of San Luis Obispo and the partner agency is conducted. If the user is found to have breached or violated the above, and the Partner Agency does not otherwise permanently inactivate the user from the system (termination of employment, reassignment of duties) the County of San Luis Obispo has the right to permanently inactivate the account thereby denying access to the system for that user.

Collection and Entry of Client Data

Each Partner Agency will develop policies, procedures, and confidentiality rules for collecting HMIS data in accordance with HUD's most recent Final Data and Technical Standards and their own agency's needs. Client Data will be gathered according to these policies, procedures and confidentiality rules.

Client Authorization
Client Data may only be entered into the HMIS with client's authorization to do so. Client Data will only be shared with Partner Agencies if the Client consents, has signed the Client Informed Consent & Release of Information Authorization, and the signed Informed Consent & Release of Information Authorization is available on record. All Universal and Program Data

Elements from the HUD HMIS Data and Technical Standards current Final Draft should be collected, subject to client consent.

Data Integrity
Client Data will be entered into the HMIS system within two weeks of client data intake.   All Client Data entered into the HMIS system will be kept as accurate and as current as possible.

Hardcopy or electronic files will continue to be maintained according to individual program requirements, and according to the HUD HMIS Data and Technical Standards current Final Draft.

Partner Agencies are responsible for the accuracy, integrity, and security of all data input by said Agency.

Note: Refer to Bell Data Systems inc. User Manual and/or Training Materials for specific data entry and data integrity guidelines.

Entry and Exit Data
Client program entry and exit dates should be recorded for all program participants. Entry dates should record the first day of services or program entry with a new program entry date for each period/episode of services. Exit dates should record the last day of residence in a program's housing before the participant leaves the shelter/housing or the last day a services was provided in a program.

Data Quality Monitoring
The SLO County-HMIS System Administrator will perform regular data integrity checks on the HMIS data, which will include the following steps:
• Run HUD Required Data Elements, Data Incongruities Reports, and other data quality reports as determined by SLO County-HMIS
• Notify Agency Administrator of findings and timelines for correction;
• Re-run reports for errant agencies/programs, as requested. Follow up with Agency Administrators if necessary;
• Notify Agency Executive Director if agency administrators are not responsive to required corrective actions; and
• Notify the CoC chair and HMIS Manager regarding any uncorrected data quality issues.

These data quality checks will be performed monthly.

Release and Disclosure of Client Data

Sharing of Data
Client-specific data from the HMIS system may be shared with partner agencies with both the clients' and agency's authorization. Other non-HMIS inter-agency agreements do not cover the sharing of HMIS data.

Sharing of client data may be limited by program specific confidentiality rules. No client-specific data will be released or shared outside of the HMIS partner agencies unless the client gives specific written permission or unless withholding that information would be illegal. Note that services may NOT be denied if client refuses to sign Release of Information or declines to state any information.

Posted Notice
Sharing of Information requires INFORMED consent by virtue of a posted notice of informed consent or a release of information form signed by the client. Informed consent can mean a posted notice or signed release. The burden rests with the intake counselor to inform the client before asking for consent. As part of informed consent, a notice must be posted explaining the reasons for collecting the data, the client's rights, and likely potential future uses of the data.

Obtaining consent and entering the data with the correct level of access is the sole responsibility of the agency.

Clients' Rights to Data
Upon written request, clients shall be given a printout of all data specifically relating to them, within 10 working days (or 10 working days after the data has been entered if the data has not been entered at the time the request is made.) A client may also request in writing a report of data sharing events, including dates, agencies, persons, and other details pertaining to their client specific data within 10 working days (or 10 working days after the data has been entered if the data has not been entered at the time the request is made.)

Aggregate data that does not contain any client specific identifying data may be shared with internal and external agents without specific permission. This policy will be made clear to clients as part of the Informed Consent procedure.

Agency Responsibility
Each Agency is responsible for its own internal compliance with HUD HMIS Data and Technical Standards, including the designation of a Security and Confidentiality Officer that monitors its agency and users at least annually.

Technical Support

Support Requests include issue reporting, requests for enhancements (features), or other general technical support. Agency Administrators and users shall submit support requests to the HMIS System Administrator. The County of San Luis Obispo will only provide support for issues specific to the HMIS software and systems.

Request for Support
The following is the preferred procedure when a user requires technical support:

The user should evaluate the immediacy of the issue. If the user needs immediate resolution of the issue because the issue is hindering the user from being able to enter the data into the system, the user should try to contact the System Administrator. If the System Administrator cannot be reached then the user may contact Bell Data Systems help desk.

Most common emergent issues are a forgotten password, a password that is not working, or the user is trying to access the system from a computer that he or she has not accessed the system from before.

Bell Data Systems will not issue new user accounts or change user rights without prior authorization from the HMIS System Administrator.

If the issue is not immediate or is a suggestion, the user should consider discussing it with the Agency Administrator for appropriateness before submitting it. The user or the Agency Administrator may email the HMIS System Administrator specifying the severity of the issue and its impact on their work, specific steps to reproduce the issue, and any other documentation that might facilitate the resolution of the issue (screen shots can be very helpful). The user should also provide contact information and best times to be reached.

Changes to the System
The HMIS System Administrator will evaluate the request and respond accordingly. Agency-specific customizations will be evaluated for their impact on the other agencies usability of the system and the system as a whole.

If the System Administrator determines that the cause of the reported issue is outside the scope of control of the HMIS software and systems the issue may be returned to the User or a meeting with the agency's IT department may be necessary.

The HMIS System Administrator may consolidate such requests from multiple Partner Agencies,   if appropriate, and strive to resolve issues in priority order according to their severity and impact.

In cases where issue resolution may be achieved by the end user or other Partner Agency personnel, the HMIS System Administrator will provide instructions via email (or phone) to Partner Agency.

All necessary customization will be done by the HMIS System Administrator.

Participation Termination

Agency Termination
The Partner Agency shall inform the HMIS Administrator in writing of their intention to terminate an HMIS participation agreement.. The HMIS System Administrator will then inactivate all users from that agency at the appropriate time.

In the unlikely event that a Partner Agency is found to be in violation of the terms of the HMIS, the Partner Agency and the County of San Luis Obispo will work to resolve the conflict(s). If the County of San Luis Obispo is unable to resolve the conflict(s), the Partner Agency will be notified in writing of the intention to terminate that Partner Agencies participation in the HMIS. The System Administrator will then inactivate all users from that agency.

All Partner Agency-specific information contained in the HMIS system will remain in the HMIS system. The agency will be responsible for any cost of obtaining hard copy or digital copy of HMIS information.

User Termination
If there is a suspected breach in security, especially client confidentiality, the County of San Luis Obispo reserves the right to suspend the user account of the user in question or the entire agency's user accounts, if the problem is agency wide, until the County of San Luis Obispo is convinced that the client information is secure.

CHANGES TO THE POLICIES AND PROCEDURES DOCUMENT

Revisions
The County of San Luis Obispo will guide the compilation and amendment to this and other documents.

Distribution
A copy of the revised Policies and Procedures document will be distributed to the partner agencies. Partner Agencies will be asked to sign a receipt acknowledging they have received the revised Policies and Procedures. It is

the agencies responsibility to make sure everyone participating in the HMIS has access to a copy of the document, reads it, understands it, and agrees to comply with it. If anyone participating in the HMIS has issue with any revision, they may contact the County of San Luis Obispo and voice their concern. They must, however, comply with the revisions or stop using the system until the issue is resolved.

Funding

The San Luis Obispo County's current HUD grant for HMIS provides support for an HMIS System. Therefore, it is committed to provide services to HUD funded programs in San Luis Obispo County. The current HUD grant for HMIS provides for a limited number of user licenses. While it may not be possible to meet every agency's full requirements for licenses within the HUD grant, the County of San Luis Obispo will endeavor to ensure that every agency participating will have their minimum requirements met from the HUD grant. The County of San Luis Obispo will decide funding responsibilities for additional licenses as the needs arise.

HUD HMIS Data and Technical Standards

This document should, at a minimum, reflect the baseline requirements listed in the most current HMIS Data and Technical Standards Final Notice. Users of HMIS are required to read and comply with the HMIS Data and Technical Standards. Failure to comply with these standards carries the same consequences, as does failure to comply with these Policies and Procedures. In any instance where these Policies and Procedures are not consistent with the current HMIS Standards from HUD, the HUD Standards take precedence. Should any inconsistencies be identified, notice should be made to the County of San Luis Obispo.

For agencies or programs where HIPAA applies, HIPAA requirements take precedence over both the HUD HMIS Data Requirements and these policies and procedures.

6. GLOSSARY OF TERMS

Bell Data: The HMIS vendor that is currently used by San Luis Obispo County.

Client: Any persons who is, has been, or will be entered into HMIS.

CoC: Continuum of Care

End User: Any person given access to the database for entering or updating data.

HIPAA: Health Insurance Portability and Accountability Act

HMIS: Homeless Management Information System

HSOC: Homeless Services Oversight Council

HUD: U.S. Department of Housing and Urban Development

County of San Luis Obispo
Homeless Management Information System
AGENCY PARTICIPATION AGREEMENT

AGENCY NAME: _____

For purpose of this agreement, the participating Homeless Service Provider will be referred to as "Participating Agency," the consumer of services as the "Client," and the County of San Luis Obispo Homeless Management Information System as "SLO County-HMIS" or "HMIS." Bell Data is a web-based client information system used to record and track homeless client information. It will be used for tracking client service patterns, sharing of information on services provided to homeless clients, and systems planning.

I. HMIS Use and Data Entry
A. The Participating Agency shall follow, comply with, and enforce the HMIS Policies and Procedures. Additionally, Client Consent forms shall be used and may be modified as needed for the purpose of the smooth and efficient operation,

> 1. All Participating Agency users of the SLO County-HMIS are required to have had training by the HMIS or its Agency Administrator in using the HMIS database before they will be allowed to use it.

> 2. The Participating Agency shall only enter individuals in the HMIS database that exist as Clients in the Participating Agency's jurisdiction. The Participating Agency shall not misrepresent its Client base in the HMIS by entering known, inaccurate information.

> 3. The Participating Agency shall use Client information in the HMIS database, as provided to the Participating Agency, to assist the Participating Agency in providing adequate and appropriate services to the Client.

> 4. The Participating Agency shall consistently enter information into the HMIS database and will strive for real-time, or close to real-time (data entry within 10 days of client services) data entry.

B. The Participating Agency will not alter information in the HMIS database entered by another Participating Agency with known, inaccurate information.

C. The Participating Agency shall not give or share assigned User ID's or passwords for the HMIS database with any other agency, business, or individual.

D. If this agreement is terminated, SLO County-HMIS will provide the Participating Agency with a copy of their client data. Copies will be in both digital and hardcopy form.

II. Training and Technical Assistance
A. SLO County-HMIS shall assure the provision of training for the necessary Participating Agency staff in the use of HMS. In addition training updates will be provided as necessary and reasonable for new staff and for changes in the software.

B. SLO County-HMIS will be available for continuing technical support as related to the HMIS system within budgetary constraints.

C. SLO County-HMIS shall operate and maintain the network servers, software, data lines, and any other network or communication devices at the host site which is necessary for the proper function of the HMIS system. Each Participating Agency shall provide and maintain its own connection to the internet.

III. **Confidentiality**
A. The Participating Agency shall uphold all applicable federal and state confidentiality regulations and laws that protect Client records and the Participating Agency shall only release client records with written Consent for Release of Information by the client or when required by law.

> 1. The Participating Agency shall provide a verbal explanation of the HMIS database and the terms of the Consent for Release of Information forms and shall arrange for a qualified interpreter in the event that an individual is not literate in English or has difficulty understanding the consent form.
> 2 The Participating Agency shall not solicit or input information from Clients into the HMIS database unless it is essential to provide services or conduct evaluation or research.
> 3 The Participating Agency shall ensure that all staff, volunteers, and other persons issued a HMIS User ID and password receive client confidentially training.

B. The Participating Agency may receive access to Client Data entered by other Participating Agencies. All Participating Agencies are bound by restrictions placed upon the data by the client of any other Participating Agency.

C. The Participating Agency shall keep signed copies of the Consent for Release of Information form for HMIS for a period of at least three years. If a Client withdraws Consent for Release of Information, the Participating Agency remains responsible to ensure that Client's information is unavailable to all other Partner Participating Agencies.

D. This agreement does not require or imply that services must be contingent upon a Client's participation in the HMIS database. Services should be provided to Clients regardless of HMIS participation provided the Clients would otherwise be eligible for the services.

IV. Use of Data
A. The Participating Agency may make aggregate data available to other entities for funding or planning purposes pertaining to providing services to homeless persons. However, such aggregate data shall not directly identify individual Clients.

B. If this agreement is terminated, the SLO County HMIS and remaining Participating Agencies shall maintain their right to the use of all Client data previously entered by the terminating Participating Agency; this use is subject to any restrictions requested by the Client.

C. SLO County-HMIS will use only unidentified, aggregate HMIS data for homeless policy and planning decisions, in preparing federal, state, or local applications for homelessness funding, to demonstrate the need for and effectiveness of programs, and to obtain a system-wide view of program utilization in the state.

V. Terms and Conditions

A. The SLO County-HMIS shall not be liable to any member Participating Agency for any cessation, delay, or interruption of services, nor for any malfunction of hardware, software, or equipment to the extent that any such event is beyond the reasonable control of the HMIS.

B. This agreement shall be in-force until revoked in writing by either party provided funding is available.

VI. Participating Agencies

The Participating Agency agrees to share the demographic data they enter into the HMIS system with the listed agencies unless the client specifically refuses to give consent for such sharing to one or all the listed agencies.

Participating Agencies

1. CAPSLO
2. ECHO
3. Transitions Mental Health Association
4. The Link

AGENCY _____

STREET ADDRESS_____

CITY_____STATE_____ZIPCODE_____

NAME OF SIGNATORY_____TITLE_____

_____ _____
     SIGNATURE   DATE

EXHIBIT B:
San Luis Obispo County HMIS User Agreement

Agency Name: _____

User Name: _____

The County of San Luis Obispo recognizes the privacy of client needs in the design and management of the San Luis Obispo County HMIS. These needs include both the need continually to improve the quality of homeless and housing services with the goal of eliminating homelessness in San Luis Obispo County, and the need vigilantly to maintain client confidentiality, treating the personal data of our most vulnerable populations with respect and care.

As the guardians entrusted with this personal data, San Luis Obispo County HMIS users have a moral and a legal obligation to ensure that the data they collect is being collected, accessed and used appropriately. It is also the responsibility of each user to ensure that client data is only used to the ends to which it was collected, ends that have been made explicit to clients and are consistent with the mission of the County of San Luis Obispo to assist families and individuals in the County to resolve their housing crisis. Proper user training, adherence to the San Luis Obispo County HMIS Policies and Procedures Manual, and a clear understanding of client confidentiality are vital to achieving these goals.

Relevant points regarding client confidentiality include:
- A client consent form must be signed by each client whose data is to be entered into the San Luis Obispo County HMIS
- Client consent may be revoked by that client at any time through a written notice
- No client may be denied services for failure to provide consent for HMIS data collection
- Clients have a right to inspect, copy and request changes in their HMIS records
- San Luis Obispo County HMIS Users may not share client data with individuals or agencies that have not entered into an HMIS Agency Agreement with the County without obtaining written permission from that client
- San Luis Obispo County HMIS Users may not share client data with any Connecting Agency that is not specified in their agency's HMIS Agency Agreement without obtaining written permission from the client
- San Luis Obispo County HMIS Users will maintain HMIS data in such a way as to protect against revealing the identity of clients to unauthorized agencies, individuals or entities
- Any San Luis Obispo County HMIS User found to be in violation of the San Luis Obispo County HMIS Policies and Procedures, or the points of client confidentiality in this User Agreement, may be denied access to the San Luis Obispo County HMIS

I affirm the following:

1) I have received training in how to use the San Luis Obispo County HMIS and have proven competency in using the program

2) I have read and will abide by all policies and procedures in the San Luis Obispo County HMIS Policies and Procedures Manual

3) I will maintain the confidentiality of client data in the San Luis Obispo County HMIS as outlined above and in the San Luis Obispo County HMIS Policies and Procedures Manual

4) I will only collect, enter and extract data in the San Luis Obispo County HMIS relevant to the delivery of services to people in housing crisis in San Luis Obispo County

5) I understand that my username and password are for my use only and must not be shared with anyone. I must take all reasonable means to keep my password physically secure.

6) I understand that if I notice or suspect a security breach within the HMIS, I must immediately notify my Agency Administrator and HMIS Administrator.

7) If I am logged into the HMIS and must leave the work area where the computer is located; I must log-off of the HMIS software before leaving the work area. Failure to do so may result in a breach in client confidentiality and system security.

I agree to maintain strict confidentiality of information obtained through the County HMIS. This information will be used only for the legitimate client service and administration of the above named agency. Any breach of confidentiality will result in immediate termination of participation in HMIS. The specifics of this agreement do not preclude additional agency rules and regulations.

I understand and agree to comply with all the statements listed above.

_____

User Signature   **Date**

EXHIBIT C:
_____ **[Insert Agency Name] CLIENT NOTICE AND CONSENT FOR RELEASE**

THIS CLIENT NOTICE AND CONSENT FOR RELEASE FORM DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. IF YOU HAVE ANY QUESTIONS OR DESIRE ANY FURTHER INFORMATION REGARDING THIS FORM PLEASE CONTACT _____ AT _____.

I, _____ **(insert client's name)**, understand and acknowledge that _____ (the "Agency") is affiliated with the County of San Luis Obispo ("County"), and I consent to and authorize the collection of data and information and preparation of records pertaining to the services provided to me by the Agency and the release of such data and all records maintained by the Agency to the County and agencies affiliated with the County, provided such agency is a party to The San Luis Obispo County Homeless Management Information System ("HMIS") agency agreement with the County under which the Agency has specifically agreed to share information with such agency. The data, information and records gathered and prepared by the Agency and the County will be included in the HMIS database and shall be utilized by the County and its affiliated agencies, including Agency, to: (a) provide individual case management; (b) produce reports regarding utilization of services; (c) track individual program outcomes; (d) provide accountability for individuals and entities that provide funds for use in providing services in the County of San Luis Obispo area; (e) identify unfilled service needs and plan for the provision of new services; (f) allocate resources among agencies engaged in the provision of services in and around San Luis Obispo County; and (g) be used for all other purposes deemed appropriate by the County. I understand and acknowledge that my data and information may be aggregated with the data and information of other individuals served by the Agency and other County agencies for the purposes described above. I understand and acknowledge that that data, information and records pertaining to the services provided to me by the Agency will only be disclosed to agencies, individuals and entities other than the County and its affiliated agencies with my written authorization.

_____ **(please initial)** I understand and acknowledge that the data pertaining to the services provided to me by the Agency and the records maintained by the Agency may include medical/health information and other information the privacy of which may be protected by federal and or California law and expressly consent to the release of such information.

_____ **(please initial)** I understand and acknowledge that I have the right to (a) inspect, copy, and request amendment of all records maintained by the Agency related to the provision of services to me and to receive a paper copy of this form; (b) request restriction of how my data, information and records are utilized and disclosed but that the Agency is not required to agree to such requested restrictions; (c) request that the Agency communicate with me about my services in a manner designed to promote confidential communications; and (d) complain to the Agency or the County by providing written notice of the alleged violation if I believe my privacy rights have been violated and that I will not be retaliated against for filing such a complaint.

_____ **(please initial)** I understand and acknowledge that I have the right to opt out of having my data, information and records disclosed to the County and other County affiliated agencies by providing written notice to the Agency and that I am entitled to services regardless of my decision. I further understand and acknowledge that I may revoke this consent at anytime by providing written notice to the Agency. However, I understand and acknowledge that regardless of my decision to opt out or revoke consent, my data may be disclosed to the County and included in the HMIS database in an aggregated and deidentified form for purposes of making future resource allocation decisions.

_____ **(please initial)** I understand and acknowledge that the Agency is required to abide by the terms of this notice but that the Agency reserves the right to change the terms of this notice and to make such revised or changed notice effective for information already held by the Agency as well as information received in the future.

Signature:_____   Date:_____

San Luis Obispo Homeless Management Information System   Page 24 of 24